

Pursuant to Section 19.84, notice is hereby given to the public:

BROWN COUNTY CHILDREN WITH DISABILITIES EDUCATION BOARD
Tuesday, March 20, 2018 – 3:30 PM
Syble Hopp School

Agenda:

1. Action Item: Call to Order
2. Open Forum
3. Action Item: Approval of January 16, 2018 Minutes
RECOMMENDED MOTION: That the minutes from the January 16, 2018 Board meeting be approved.
4. Action Item: Approval of Agenda
RECOMMENDED MOTION: That the agenda for today's meeting be approved.
5. Action Item: Donations
RECOMMENDED MOTION: That the February and March donations be approved.
6. Action Item: Payment of Bills
RECOMMENDED MOTION: That the payment of the bills for January and February be approved.
7. Action Item: Financial Report
RECOMMENDED MOTION: That the financial reports for December and January be accepted.
8. Discussion Item: Physical Therapist Presentation
9. Discussion Item: Strategic Planning
10. Discussion Item: Administrators' Report
11. Discussion Item: Parent Organization Report
12. Action Item: Job Descriptions
RECOMMENDED MOTION: That the employee job descriptions for the Brown County Children with Disabilities Education Board be approved.
13. Action Item: Retirement
RECOMMENDED MOTION: That the retirement of John Driessen as the Director of Special Education, effective June 30, 2018, be accepted by the Board.
14. Executive Session: The Board will move to executive session as allowed by Wisconsin State Statute stats 19.85 (1)(c)(e) pursuant to personnel and contracts.
15. Action Item: Interim Director of Special Education and Pupil Services
RECOMMENDED MOTION: That Sarah Johnson be approved as the Interim Director of Special Education and Pupil Services for the 2018-19 school year.
16. Action Item: Adjournment
RECOMMENDED MOTION: That the March 20, 2018 Brown County Children with Disabilities Education Board meeting be adjourned.

"Any person wishing to attend who, because of disability requires special accommodation, should contact Syble Hopp School at 336-5754 by 3:00 p.m. on Monday, March 19, 2018 so arrangements can be made."

PROCEEDINGS OF BROWN COUNTY CHILDREN WITH DISABILITIES EDUCATION BOARD:

A regular meeting was held on: Tuesday, January 16, 2018

Board Members Present: B. Clancy, J. Mitchell, L. Franke, S. Bohjanen.

Others Present: A. Nizzia, C. Maricque, J. Driessen, K. Pahlow, N. Kohls, M. Laatsch, L. Larson, C. Jensky, J. Titera and A. Sislo

B. Clancy called the meeting to order at 3:32 pm.

1. Action Item: Call to Order – B. Clancy welcomed new board member Sharon Bohjanen. Sharon introduced herself and give a brief background.
2. Open Forum - None
3. Action Item: Approval of December 19, 2017 Minutes

Motion made by J. Mitchell, seconded by L. Franke, that the minutes from the December 19, 2017 Board meeting be approved. MOTION CARRIED UNANIMOUSLY.

4. Action Item: Approval of Agenda

Motion made by L. Franke, seconded by J. Mitchell, that the agenda for today's meeting be approved. MOTION CARRIED UNANIMOUSLY.

5. Action Item: Donations.

Donations for December totaled \$44,470. Donations include pledge payments for the Sensory Courtyard. In addition, donations were received for the classrooms and Hopp Needs. Other donations included 400 chairs for the holiday program and Walmart gift cards to all teaching staff.

Motion made by L. Franke, seconded by J. Mitchell, that this month's donations be approved. MOTION CARRIED UNANIMOUSLY.

6. Action Item: Payment of Bills

Expenses from December 1, 2017 to December 31, 2017 were reviewed and discussed. A question was raised over the Brown County real estate tax. The payment listed as real estate tax is the sewer assessment, so it is not a tax.

Motion made by J. Mitchell, seconded by L. Franke, that the payment of the bills be approved. MOTION CARRIED UNANIMOUSLY.

7. Action Item: Financial Report

A summary of the Revenue and Expenditures as of November 30, 2017 were reviewed and discussed. Since it was S. Bohjanen's first meeting, Carolyn went into further details explaining the various income and expenses the school incurs. Some areas have a negative balance but should be offset by other savings by the end of

the school year.

Motion made by L. Franke, seconded by J. Mitchell, that the financial report be accepted. MOTION CARRIED UNANIMOUSLY.

8. Action Item: District Programming

RECOMMENDED MOTION: That administration work with the proper entities to discontinue providing middle school programming in West De Pere and De Pere School Districts, Speech and Language programming in De Pere and Denmark School Districts and decrease the Occupational Therapist programming in the De Pere School District.

A discussion was held regarding this recommendation. Kim explained the process that would be involved with the districts and DPI for the Transfer of Services. All school districts involved were very supportive of the move. John and the district Special Ed Directors met with the impacted staff. Kim and John met with the remaining district staff to communicate the plan and answer questions. This will take place beginning with the 2018-2019 school year.

Motion made by L. Franke, seconded by J. Mitchell, that the above stated recommendation be accepted. MOTION CARRIED UNANIMOUSLY.

9. Action Item: 2018-19 School Year Calendar

RECOMMENDED MOTION: That the calendar for the 2018-19 school year be approved.

Motion made by S. Bohjanen, seconded by L. Franke, that the 2018-19 school year calendar be accepted. MOTION CARRIED UNANIMOUSLY.

10. Action Item: Appointed BCCDEB Member Seats

RECOMMENDED MOTION: That the administration work with the Brown County Human Services Committee and Brown County Board of Supervisors to approve a resolution that allows the Brown County Children with Disabilities Board to have a maximum of seven (7) members appointed by the County Executive.

Motion made by J. Mitchell, seconded by S. Bohjanen, that the Brown County Children Disability Board consist of a maximum of seven (7) members appointed by the County Executive. MOTION CARRIED UNANIMOUSLY.

11. Discussion Item: Administrator's Report

Abbie Nizzia, Principal: Reported that the teaching staff had a Professional Development day on Monday. Staff who attended the autism conference in December shared what they learned with their colleagues. Basketball is in session and will have a game with Our Lady of Lourdes on Wednesday. OLOL will have a fundraiser to raise funds for Special Olympics during the game. State Winter Games are this weekend in Wausau. Nine athletes will participate in snowshoeing.

John Driessen, Special Ed Director: Dynamic Learning Maps (DLM) testing will begin in March and end in May. Students in grades 3-11 will be tested in English Language Art, Mathematics, Science and Social Studies. These tests are done

the school year.

Motion made by L. Franke, seconded by J. Mitchell, that the financial report be accepted. MOTION CARRIED UNANIMOUSLY.

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nationwide annually and will provide information on what is being taught and how our students are doing. Parents will receive a letter explaining the tests.

Kim Pahlow, Administrator: Administration has begun collecting information for the upcoming 2018-2019 school budget. The Compensation Committee provided helpful and instruction, student/family focused input on the school calendar. The committee will return to their work of looking a compensation plans for their next meeting. Kim also reported she has now been administrator for 6 months and is still amazed at the staff and what they do for our students.

12. Discussion Item: Parent Organization Report

The Winter Blast is scheduled for February 9th at the Marc in De Pere. Parents are donating items to a classroom basket for the silent auction. The Winter Blast committee has been doing art projects with the students as auction items. The Parent Organization really want the staff to enjoy a night out and show how much they appreciate all that they do for their children, they are offering free admission for the staff plus a guest.

13. Executive Session: The Board will move to executive session as allowed by Wisconsin Statute stats 19.85 (1)(c) pursuant to personnel.

Motion made by L. Franke, seconded by S. Bohjanen, to move to Executive Session. MOTION CARRIED UNANIMOUSLY. 4:10 pm

Returned to open session at 4:20

14. Action Item: Adjournment

Motion made by Sharon Bohjanen, seconded by Larry Franke, to adjourn the meeting at 4:21 PM. MOTION CARRIED UNANIMOUSLY.

Support Information #6a

Report Date 02/12/18 10:37 AM

SYBLE HOPP SCHOOL

Page No 1

Check Date 01/01/18 - 01/31/18

Vendor Detail Report

FMVEN10A

Vendor	Check Key	Check Date	Invoice No	Po No	Description	Account No	Amount
ACC AUTOMATED COMFORT CONTROLS	0100001182	01/16/18	20310		Service Agreement 1/2018-6/30/2018	8-10-100-323-253000-019-000000-2	1,090.00
						Check Total	1,090.00
ADVANCED DISPOSAL SERVICES INC	0100001179	01/16/18	B80000609096		Trash Service & Extra Container	8-10-100-323-253000-019-000000-2	215.84
						Vendor Total	1,090.00
						Check Total	215.84
APPLETON AREA SCHOOL DISTRICT	0100001186	01/23/18	APT 1-18 2ND PMT		Transit of Aide 2nd Pmt	8-27-800-936-491000-019-000000-2	870.00
						Check Total	870.00
AT&T	0100001163	01/03/18	3383429826 12/17		Monthly Service Dec 19 Thru January 18	8-27-100-999-158000-019-000000-2	38.64
						Check Total	38.64
	0100001198	01/30/18	9203383429 1/18		Monthly Service Jan 19-Feb 18	8-27-100-999-158000-019-000000-2	37.08
						Check Total	37.08
BADGERLAND PRINTING INC	0100001199	01/30/18	30868		Connection Newsletter	8-27-100-354-158000-019-000000-2	145.00
						Check Total	145.00
CELLCOM	0100001192	01/23/18	578759		Monthly Service Charge 1/16-2/15/18	8-10-100-355-263300-019-000000-2	136.79
						Check Total	136.79
						Vendor Total	136.79

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Vendor	Check Key	Check Date	Invoice No	Po No	Description	Account No	Amount
CITY OF DE PERE		101477					
	0100001164	01/03/18	15508400-00	12/1	Fireline Charge 9/5/17-12/4/17	8-10-100-337-253300-019-000000-2	102.00
	0100001164	01/03/18	15508399-00	12/1	Syble Hopp Sewer Charge 9/5-12/4/2017	8-10-100-338-253300-019-000000-2	1,825.48
	0100001164	01/03/18	15508399-00	12/1	Syble Hopp Water Usage 9/5-12/4/2017	8-10-100-337-253300-019-000000-2	1,556.13
	0100001164	01/03/18	15441200-00	12/1	Patriot Way Water/Sewer 9/5-12/4/17	8-27-100-999-158000-019-000000-2	122.25
					Check Total		3,605.86
COUNTRY VISIONS COOPERATIVE		112876					
	0100001171	01/09/18	1036914	12/17	Vehicle Inspection		10.00
	0100001171	01/09/18	1036914	12/17	WD-40 Supply		14.98
					Check Total		24.98
DE PERE Y-MART		114547					
	0100001180	01/16/18	YNARTSHS	12/17	Fuel Purchases for Vehicles	8-27-100-348-256610-011-000000-2	246.92
					Check Total		246.92
DENMARK SCHOOL DISTRICT		101990					
	0100001187	01/23/18	DMK 1 -18	2ND PM	Transit of Aide 2nd Pmt	8-27-800-936-491000-019-000000-2	3,402.00
					Check Total		3,402.00
HOWARD-SUAMICO SCHOOL DISTRICT		107060					
	0100001188	01/23/18	HS 1-18	2ND PMT	Transit of Aide 2nd Pmt	8-27-800-936-491000-019-000000-2	773.00
					Check Total		773.00
					Vendor Total		773.00

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Vendor	Check Key	Check Date	Invoice No	Po No	Description	Account No	Amount
JP Morgan Chase		801000					
	01000001162	01/03/18	PCARD 12/17		Help Kids Learn On Line	8-27-100-411-158000-019-0000000-2	175.00
	01000001162	01/03/18	PCARD 12/17		Subscrip Renewal		
	01000001162	01/03/18	PCARD 12/17		Portage Guide	8-27-110-411-152000-317-0000000-2	810.40
	01000001162	01/03/18	PCARD 12/17		Infant/Toddler/Presc/ Books		
	01000001162	01/03/18	PCARD 12/17		Utility Fan Front Entrance	8-10-100-411-253000-019-0000000-2	91.85
	01000001162	01/03/18	PCARD 12/17		for Carpets		
	01000001162	01/03/18	PCARD 12/17		Service Rodent Equip/Spot	8-10-100-323-253000-019-0000000-2	32.00
	01000001162	01/03/18	PCARD 12/17		Spray Areas		
	01000001162	01/03/18	PCARD 12/17		Large & Medium Gloves for	8-27-100-411-158000-019-0000000-2	263.50
					School Use		
					Check Total		1,372.75
KEYSER PLUMBING & HEATING INC		104202			Vendor Total		1,372.75
	01000001200	01/30/18	15643		Girls Bathroom #2 Toilet	8-10-100-411-253000-019-0000000-2	302.00
					Flush Valve		
					Check Total		302.00
KYLES CONSULTING		114953			Vendor Total		302.00
	01000001172	01/09/18	KYLES SH 12/17		December SBS/MAC Fee	8-27-800-310-223300-019-0000000-2	900.00
					Check Total		900.00
LABELS EAST INC		113923			Vendor Total		900.00
	01000001193	01/23/18	00025674		School Visitor Stickers	8-27-100-417-158000-019-0000000-2	83.50
					Check Total		83.50
					Vendor Total		83.50

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Vendor	Check Key	Check Date	Invoice No	Po No	Description	Account No	Amount
LAMERS BUS LINES INC							
		104534					
	0100001165	01/03/18	525300		Dec West De Pere Transportation	8-27-101-341-256750-011-000000-2	2,432.26
	0100001165	01/03/18	525300		Dec Syble Hopp Transportation	8-27-100-341-256750-011-000000-2	11,174.44
	0100001165	01/03/18	525300		Dec EDP Transportation M-TH	8-27-101-341-256750-011-000000-2	3,582.98
	0100001165	01/03/18	525300		Dec EDP Transportation Friday	8-27-101-341-256750-011-000000-2	854.72
	0100001165	01/03/18	525300		December Denmark Transportation	8-27-101-341-256750-011-000000-2	2,700.63
					Check Total		20,745.03
	0100001173	01/09/18	523795		Transportation Ashwaubenon Lanes	8-27-100-341-256750-011-000000-2	98.02
	0100001173	01/09/18	523796		Transportation Ashwaubenon Lanes	8-27-100-341-256750-011-000000-2	30.80
	0100001173	01/09/18	525172		Transportation Nicolet Bank	8-27-100-346-256750-011-000000-2	99.71
					Check Total		228.53
	0100001177	01/09/18	525326		January Route Transportation	8-27-100-341-256750-011-000000-2	34,982.96
					Check Total		34,982.96
	0100001181	01/16/18	62503		December Transportation TL	8-27-100-341-256750-011-000000-2	620.40
	0100001181	01/16/18	62518		December Transportation MP	8-27-100-341-256750-011-000000-2	632.71
	0100001181	01/16/18	62502		Dec Transportation ILP	8-27-100-341-256750-011-000000-2	712.00
					Check Total		1,965.11
					Vendor Total		57,921.63
MODERN BUSINESS MACHINES		105423					
	0100001174	01/09/18	IN253900		Meter Charges Period 10/1/17-12/31/17	8-27-100-322-158000-019-000000-2	2,150.89
					Check Total		2,150.89
					Vendor Total		2,150.89
PULASKI SCHOOL DISTRICT		106517					
	0100001189	01/23/18	PUL 1-18		Transit of Aide 2nd Pmt	8-27-800-936-491000-019-000000-2	1,705.00
					Check Total		1,705.00
					Vendor Total		1,705.00

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Vendor Detail Report

FMVEN10A

Vendor	Check Key	Check Date	Invoice No	Po No	Description	Account No	Amount
ProGuard		102323					
	0100001183	01/16/18	8145369		Machine Sanitizer for Kitchen	8-50-800-411-257100-000-0000000-2	79.08
					Check Total		79.08
	0100001194	01/23/18	8239964		Kitchen Washing/Rinse Solution	8-50-800-411-257100-000-0000000-2	224.36
	0100001194	01/23/18	8223761		Gooseneck Sprayer & Hose for Kitchen	8-50-800-411-257100-000-0000000-2	166.10
					Check Total		390.46
RAE-COR DISTRIBUTING LLC		106583			Vendor Total		469.54
	0100001166	01/03/18	004137		Squeegee Blade Kit	8-10-100-411-253000-019-0000000-2	41.31
					Check Total		41.31
	0100001178	01/09/18	004253		Roll Towel & Toilet Tissue	8-10-100-411-253300-019-0000000-2	970.00
					Check Total		970.00
	0100001201	01/30/18	004992		Sodium Bicarbonate	8-10-100-411-253000-019-0000000-2	134.30
					Check Total		134.30
SOAP PRODUCTS CO LLC		107461			Vendor Total		1,145.61
	0100001202	01/30/18	40916		Laundry Detergent	8-27-100-411-158000-019-0000000-2	73.00
					Check Total		73.00
					Vendor Total		73.00

Check Date 01/01/18 - 01/31/18

Vendor Detail Report

FMVEN10A

Vendor	Check Key	Check Date	Invoice No	Po No	Description	Account No	Amount
SUPERIOR CHEMICAL CORPORATION	0100001184	01/16/18	181370		Bathroom Deodorizer Supplies	8-10-100-411-253000-019-000000-2	704.69
					Check Total		704.69
	0100001203	01/30/18	182762		Odor Neutralizers	8-10-100-411-253000-019-000000-2	204.44
					Check Total		204.44
SYBLE HOPP SCHOOL		107796			Vendor Total		909.13
	0100001196	01/29/18	GENERALFUND 12/1		Home Ec Shopping	8-27-100-415-158000-019-000000-2	550.00
	0100001196	01/29/18	GENERALFUND 12/1		Pool Training	8-10-100-411-253000-019-000000-2	550.00
					Check Total		1,100.00
TDS METROCOM		107847			Vendor Total		1,100.00
	0100001185	01/16/18	9203364367 1/18		Monthly Service 1-10 to 2-9-18	8-10-100-355-263300-019-000000-2	116.76
					Check Total		116.76
					Vendor Total		116.76
TWEET GAROT MECHANICAL INC		108187			Vendor Total		116.76
	0100001175	01/09/18	55669		Repair Dectron Unit in Power Failure	8-10-100-324-253000-019-000000-2	138.00
					Check Total		138.00
	0100001195	01/23/18	56295		Cab Heater 3-Way Solenoid Replacement	8-10-100-324-253000-019-000000-2	180.46
					Check Total		180.46
	0100001197	01/29/18	56534		Greenhouse unit heater repairs	8-10-100-324-253000-019-000000-2	232.50
					Check Total		232.50
					Vendor Total		550.96
WEST DE PERE SCHOOL DISTRICT		108893			Vendor Total		550.96
	0100001190	01/23/18	WDP 1-18 2ND PMJ		Transit of Aide 2nd Pmt	8-27-800-936-491000-019-000000-2	2,147.00
					Check Total		2,147.00
	0100001191	01/23/18	WDP FS 12/17		December Meals	8-50-800-310-257100-000-000000-2	4,477.80
					Check Total		4,477.80
					Vendor Total		6,624.80

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Vendor Detail Report

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Vendor	Check Key	Check Date	Invoice No	Po No	Description	Account No	Amount
WI DEPT OF JUSTICE		109010					
	0100001167	01/03/18	G2841 12/17		December Background Checks	8-27-800-310-230000-019-000000-2	21.00
					Check Total		21.00
					Vendor Total		21.00
WILLEMS LANDSCAPE SERVICE INC		109075					
	0100001176	01/09/18	33997		Dec Snowplowing & Salting of Lot	8-10-100-323-253000-019-000000-2	1,950.00
					Check Total		1,950.00
					Vendor Total		1,950.00
WISCONSIN PUBLIC SERVICE		109151					
	0100001168	01/03/18	2290641189-00000		Syble Hopp Gas Usage	8-10-100-331-253300-019-000000-2	2,382.00
	0100001168	01/03/18	2290641189-00000		Syble Hopp Electric Charges	8-10-100-336-253300-019-000000-2	4,443.50
	0100001168	01/03/18	2290641189-00000		Garage Utility Usage	8-10-100-336-253300-019-000000-2	125.05
	0100001168	01/03/18	2290641189-00000		Duplex Utilities	8-27-100-999-158000-019-000000-2	149.02
					Check Total		7,099.57
					Vendor Total		181.43
	0100001204	01/30/18	2313287644-00000		Duplex Utility Charges	8-27-100-999-158000-019-000000-2	128.97
	0100001204	01/30/18	2313287644-00000		Garage Utility Usage	8-10-100-336-253300-019-000000-2	4,386.78
	0100001204	01/30/18	2313287644-00000		SH Electric Usage	8-10-100-336-253300-019-000000-2	3,523.62
	0100001204	01/30/18	2313287644-00000		SH Gas Usage	8-10-100-331-253300-019-000000-2	8,220.80
					Check Total		15,320.37
					Vendor Total		3,000.00
Weidenhammer		115741					
	0100001169	01/03/18	185923		Allo Service Migration to Oracle 12c	8-10-800-480-252000-019-000000-2	3,000.00
					Check Total		3,000.00
					Vendor Total		3,000.00
					Grand Total		110,711.76

Support Information #6b

Report Date 03/09/18 09:26 AM

SYBLE HOPP SCHOOL

Page No 1

Check Date 02/01/18 - 02/28/18

Vendor Detail Report

FMVEN10A

Vendor	Check Key	Check Date	Invoice No	Po No	Description	Account No	Amount
ADVANCED DISPOSAL SERVICES INC	0100001219	02/21/18	B80000612339		Monthly Trash Service/Extra Container	8-10-100-323-253000-019-000000-2	140.71
					Check Total		140.71
APPLETON AREA SCHOOL DISTRICT	0100001221	02/27/18	APT 3-18		Transit to Aide 3rd Pmt	8-27-800-936-491000-019-000000-2	870.00
					Check Total		870.00
AT&T	0100001222	02/27/18	9203383429 2/18		Monthly Service Feb 19 thru March 18	8-27-100-999-158000-019-000000-2	37.44
					Check Total		37.44
CELLCOM	0100001223	02/27/18	714592		Monthly Access 2/16-3/15	8-10-100-355-263300-019-000000-2	102.73
					Check Total		102.73
CESA #10	0100001205	02/06/18	8810		Allo Software Hosting Services	8-10-800-386-252000-019-000000-2	437.50
					Check Total		437.50
COUNTRY VISIONS COOPERATIVE	0100001211	02/13/18	1036914 1/18		Plexi Glass to repair doors	8-10-100-411-253000-019-000000-2	60.48
	0100001211	02/13/18	1036914 1/18		Fuel for Bus	8-27-100-348-256610-011-000000-2	163.48
					Check Total		223.96
DE PERE Y-MART	0100001212	02/13/18	YMARTSH 1/18		Anti Freeze for Bus	8-10-100-411-253000-019-000000-2	21.92
	0100001212	02/13/18	YMARTSH 1/18		Fuel for School Vehicles	8-27-100-348-256610-011-000000-2	276.82
					Check Total		298.74
					Vendor Total		298.74

Check Date 02/01/18 - 02/28/18

Vendor Detail Report

FMVEN10A

Vendor	Check Key	Check Date	Invoice No	Po No	Description	Account No	Amount
DENMARK SCHOOL DISTRICT		101990					
	0100001224	02/27/18	DMK 3-18		Transt of Aide 3rd Pmt	8-27-800-936-491000-019-000000-2	3,402.00
					Check Total		3,402.00
					Vendor Total		3,402.00
HOWARD-SUANTCO SCHOOL DISTRICT		107060					
	0100001225	02/27/18	HS 3-18		Transit of Aide 3rd Pmt	8-27-800-936-491000-019-000000-2	773.00
					Check Total		773.00
					Vendor Total		773.00
JOHNSON & JONET		104018					
	0100001226	02/27/18	1797		Drain Support Brackets & Rods-Pool Area	8-10-100-324-253000-019-000000-2	1,446.31
					Check Total		1,446.31
					Vendor Total		1,446.31
JP Morgan Chase		801000					
	0100001210	02/06/18	PCARD 1/18		Bearings & Cushions Old Unit Vents	8-10-100-411-253000-019-000000-2	92.14
	0100001210	02/06/18	PCARD 1/18		Recycle Various Lamps	8-10-100-411-253000-019-000000-2	106.12
	0100001210	02/06/18	PCARD 1/18		Door Mats/Wet & Dust Mops for Cleaning	8-10-100-323-253000-019-000000-2	236.92
	0100001210	02/06/18	PCARD 1/18		Service Rodent Equip/Spot Spray	8-10-100-323-253000-019-000000-2	32.00
	0100001210	02/06/18	PCARD 1/18		Service Rodent Equip/Spot Spray	8-10-100-323-253000-019-000000-2	32.00
	0100001210	02/06/18	PCARD 1/18		Copy & Construction Paper	8-27-100-417-158000-019-000000-2	228.60
	0100001210	02/06/18	PCARD 1/18		Mailing Boiler Sample for Testing	8-27-800-353-232100-019-000000-2	3.96
	0100001210	02/06/18	PCARD 1/18		4 Rolls Postage Stamps	8-27-800-353-232100-019-000000-2	200.00
	0100001210	02/06/18	PCARD 1/18		Medium & XLarge Gloves School Use	8-27-100-411-158000-019-000000-2	161.70
					Check Total		1,093.44
					Vendor Total		1,093.44
KYLES CONSULTING		114953					
	0100001206	02/06/18	KYLESSH 1/18		January SBS/MAC Fee	8-27-800-310-223300-019-000000-2	900.00
					Check Total		900.00
					Vendor Total		900.00

Check Date 02/01/18 - 02/28/18

Vendor Detail Report

FMVEN10A

Vendor	Check Key	Check Date	Invoice No	Po No	Description	Account No	Amount
LAMERS BUS LINES INC	0100001208	02/06/18	526655		February Route Transportation	8-27-100-341-256750-011-000000-2	34,982.96
					Check Total		34,982.96
	0100001213	02/13/18	527172		WDP January Transportation	8-27-101-341-256750-011-000000-2	3,410.74
	0100001213	02/13/18	527172		EDP January Transportation M-TH	8-27-101-341-256750-011-000000-2	5,169.73
	0100001213	02/13/18	527172		EDP January Transportation Friday	8-27-101-341-256750-011-000000-2	653.04
	0100001213	02/13/18	527172		Denmark January Transportation	8-27-101-341-256750-011-000000-2	4,319.97
	0100001213	02/13/18	526585		Transportation to Ashwaubenon Lanes	8-27-100-341-256750-011-000000-2	30.80
	0100001213	02/13/18	527172		January Syble Hopp Transportation	8-27-100-341-256750-011-000000-2	16,423.79
	0100001213	02/13/18	62603		January Transportation-MP	8-27-100-341-256750-011-000000-2	816.40
	0100001213	02/13/18	62583		January Transportation TL	8-27-100-341-256750-011-000000-2	1,240.80
	0100001213	02/13/18	62582		January Transportation ILP	8-27-100-341-256750-011-000000-2	956.75
	0100001213	02/13/18	526584		Transportation to Ashwaubenon Lanes	8-27-100-341-256750-011-000000-2	102.82
	0100001213	02/13/18	527097		Transportation to Ashwaubenon Lanes	8-27-100-341-256750-011-000000-2	70.09
					Check Total		33,194.93
PULASKI SCHOOL DISTRICT		106517			Vendor Total		68,177.89
	0100001227	02/27/18	PUL 3-18		Transit of Aide 3rd Pmt	8-27-800-936-491000-019-000000-2	1,705.00
					Check Total		1,705.00
RAE-COR DISTRIBUTING LLC		106583			Vendor Total		1,705.00
	0100001228	02/27/18	005411		Hand Soap, Towels & Rock Salt	8-10-100-411-253000-019-000000-2	858.11
					Check Total		858.11
SCHENCK BUSINESS SOLUTIONS		107055			Vendor Total		858.11
	0100001214	02/13/18	SC10161934		Final bill audit year ended 6/30/2017	8-27-800-311-230000-019-000000-2	2,650.00
					Check Total		2,650.00
					Vendor Total		2,650.00

Check Date 02/01/18 - 02/28/18

Vendor Detail Report

FMVEN10A

Vendor	Check Key	Check Date	Invoice No	Po No	Description	Account No	Amount
STANDARD INSURANCE CO		113009					
TDS METROCOM	0100001217	02/13/18	9203364367	2/18	Monthly Service 2-10 to 3-09-18	8-10-100-355-263300-019-000000-2	Vendor Total 5,768.31
							Check Total 118.99
TEMGYZE SUPPLY INC		115810					
	0100001218	02/13/18	2018-0010		Gym Floor Cleaner-Pulastic Basic Clean	8-10-100-411-253000-019-000000-2	Vendor Total 118.23
							Check Total 118.23
UNIFIED SCHOOL DIST OF DE PERE		107052					
	0100001220	02/21/18	384		Sub Cost Incurred 1/29/18	8-27-101-382-436000-019-000000-2	Vendor Total 125.17
							Check Total 125.17
WEST DE PERE SCHOOL DISTRICT		108893					
	0100001215	02/13/18	WDPPS 1/18		January Food Service	8-50-800-310-257100-000-000000-2	Check Total 6,214.35
							6,214.35
	0100001229	02/27/18	WDP 3-18		Transit of Aide 3rd Pmt	8-27-800-936-491000-019-000000-2	Check Total 2,147.00
							2,147.00
WI DEPT OF JUSTICE		109010					
	0100001216	02/13/18	G2841 1/18		January Background Checks	8-27-800-310-230000-019-000000-2	Vendor Total 8,361.35
							21.00
							21.00
WILLEMS LANDSCAPE SERVICE INC		109075					
	0100001207	02/06/18	34835		January Snowplowing & Salting of Lots	8-10-100-323-253000-019-000000-2	Vendor Total 875.00
							875.00
							Vendor Total 875.00
							Grand Total 98,504.88

Syble Hopp Balance Sheet as of December 31, 2017

ACCOUNT DESCRIPTION	12/31/17
GENERAL FUND	
CASH	3,611,987.02
TOTAL ASSETS	3,611,987.02
ACCOUNTS PAYABLE	15,918.14
TOTAL LIABILITIES	15,918.14
EQUITY ACCOUNT	3,596,068.88
TOTAL FUND BALANCE	3,596,068.88
SPECIAL EDUCATION FUND	
CASH ACCOUNT	(1,345,506.70)
TOTAL ASSETS	(1,345,506.70)
PAYABLE ACCOUNT	40,312.09
TOTAL LIABILITIES	40,312.09
EQUITY ACCOUNT	(1,385,818.79)
TOTAL FUND BALANCE	(1,385,818.79)
FOOD SERVICE FUND	
CASH	9,858.59
TOTAL ASSETS	9,858.59
ACCOUNTS PAYABLE	4,477.80
TOTAL LIABILITIES	4,477.80
EQUITY ACCOUNT	5,380.79
TOTAL FUND BALANCE	5,380.79

Support Information #7a

Syble Hopp Revenue Summary for the Month Ended December 31, 2017

DESCRIPTION	2017-2018 Budget	Actual Amount	Remaining Budget	COMMENTS
GENERAL FUND				
PAYMENT IN LEAU OF TAXES	2,949,682.00	-	2,949,682.00	
INTEREST	23,000.00	21,235.07	1,764.93	Interest earned is trending higher than expected.
RENT (DUPLEX)	9,000.00	4,500.00	4,500.00	
MEDICAID MAC REIMBURSEMENT	15,000.00	-	15,000.00	
MISCELLANEOUS	28,900.00	174.38	28,725.62	
TOTAL GENERAL FUND	3,025,582.00	25,909.45	2,999,672.55	
SPECIAL REVENUE FUND				
OPERATING TRANSFER IN	-	-	-	
STUDENT FEES	2,500.00	2,398.00	102.00	
GIFTS	-	-	-	
SOAR STUDENT REGISTRATIONS	27,500.00	20,555.00	6,945.00	
EC GRANT \$'S FROM DISTRICTS	35,060.00	-	35,060.00	
TRANSIT OF FLOW THRU DISTRICT	175,000.00	-	175,000.00	
TUITION-SCH DIST (NON-OPN ENR)	275,000.00	275,611.45	(611.45)	All districts have paid their tuition as of November.
TRANSIT OF STATE AID (CESA)	35,560.00	4,951.86	30,608.14	Transit of aid from CESA is expected to be \$33,000 for the year; as of December one payment has been received.
HANDICAPPED AID FROM STATE	1,340,000.00	415,135.00	924,865.00	Two categorical aid payments have been received through December.
GENERAL STATE AID	1,500,000.00	-	1,500,000.00	
HIGH COST KIDS (STATE AND FEDERAL)	8,000.00	-	8,000.00	Claims have been submitted for two highcost students.
MEDICAID REIMBURSEMENT	240,000.00	47,581.29	192,418.71	
TOTAL SPECIAL REVENUE FUND	3,638,620.00	766,232.60	2,872,387.40	
FOOD SERVICE FUND				
STUDENT LUNCH	35,000.00	14,693.40	20,306.60	
ADULT LUNCH	1,200.00	250.40	949.60	
FOOD SER/STATE AID	1,000.00	-	1,000.00	
FOOD SERVICE/FED AID	29,858.00	9,224.33	20,633.67	
FED AID/COMMODITIES	5,600.00	-	5,600.00	
TOTAL FOOD SERVICE REVENUE FUND	72,658.00	24,168.13	48,489.87	

Syble Hopp Expenditures Summary for the Month Ended December 31, 2017 - Unaudited

DESCRIPTION	2017-2018 BUDGET	BUDGET AS OF 12/31/2017	Actual Amount	TOTAL BUDGET REMAINING	VARIANCE TO BUDGET AS OF 12/31/2017	COMMENTS
GENERAL FUND						
LIBRARY MEDIA RESOURCES	3,815.00	1,907.50	51.32	3,763.68	1,856.18	Expect to see a savings in toner cartridges due to moving to the network printers.
FISCAL/FINANCE	164,653.00	82,326.50	82,294.75	82,358.25	31.75	Payment for Alio and Frontline were made for the year.
						\$9,720 was incurred to paint the lockers that was approved by the Board, but not budgeted. This cost will be offset by the savings recognized for the purchase of the tractor. Additional maintenance projects including painting of the hallways and vinyl base were completed in August. In addition, the annual contracts for Tweet Garot and ACC Plan Services have been paid. \$2,652 was also incurred to fix the dectron unit. Sewer assessment has also be paid for the year.
BUILDING OPERATION	234,421.00	117,210.50	137,396.88	97,024.12	(20,186.38)	
DUPLEX	350.00	175.00	121.80	228.20	53.20	
						Lawnmower/Snowplow was purchased in August; budgeted \$39,000, but only spent \$17,649.17. Expect to recognize savings for the end of the year.
FACILITIES ACQUISITION/REMODELING	56,020.00	28,010.00	17,649.17	38,370.83	10,360.83	
TELEPHONE	3,100.00	1,550.00	1,518.62	1,581.38	31.38	
						Due to resources provided by County Technology, technology expenses have not been incurred.
TECHNOLOGY EQUIPMENT	6,100.00	3,050.00	-	6,100.00	3,050.00	
INSURANCE AND JUDGMENTS	58,127.00	29,063.50	24,912.00	33,215.00	4,151.50	
COUNTY IDC AND TECH SERVICES	67,238.00	33,619.00	26,858.00	40,380.00	6,761.00	
TOTAL GENERAL FUND	593,824.00	296,912.00	290,802.54	303,021.46	6,109.46	
SPECIAL REVENUE						
EARLY CHILDHOOD	364,181.00	126,062.65	113,516.71	250,664.29	12,545.94	Staff member was on leave.
SPEECH/LANGUAGE	517,483.00	179,128.73	169,588.33	347,894.67	9,540.40	Savings due to insurance change by staff member.
INTELLECTUAL DISABILITIES	2,057,805.00	712,317.12	661,306.21	1,396,498.79	51,010.91	Savings due to staff member on leave and increases not completed for 17/18.
RETIREE INSURANCE	35,000.00	12,115.38	4,639.26	30,360.74	7,476.12	
EC INSTRUCTIONAL AIDES	79,123.00	27,388.73	26,339.08	52,783.92	1,049.65	
CD INSTRUCTIONAL AIDES	1,075,498.00	372,287.77	375,544.33	699,953.67	(3,256.56)	Additional hours paid for summer.
CD SUB TEACHERS/AIDES	58,131.00	20,122.27	31,553.01	26,577.99	(11,430.74)	Staff members on leave.
EC SUB TEACHERS/AIDES	3,445.00	1,192.50	8,241.96	(4,796.96)	(7,049.46)	Staff member on leave.

Syble Hopp Expenditures Summary for the Month Ended December 31, 2017 - Unaudited

DESCRIPTION	2017-2018 BUDGET	BUDGET AS OF 12/31/2017	Actual Amount	TOTAL BUDGET REMAINING	VARIANCE TO BUDGET AS OF 12/31/2017	COMMENTS
SPECIALTY TEACHERS	157,084.00	54,375.23	54,064.69	103,019.31	310.54	
DIRECTION OF SOCIAL WORK	73,970.00	25,605.00	24,966.85	49,003.15	638.15	
NURSING	72,997.00	25,268.19	23,665.62	49,331.38	1,602.57	
OCCUPATIONAL THERAPY	296,400.00	102,600.00	88,269.89	208,130.11	14,330.11	Savings due to new staff member and insurance selections.
PHYSICAL THERAPY	80,769.00	27,958.50	27,457.91	53,311.09	500.59	
EXCEPTIONAL ED (SUPV & COORD)	267,386.00	133,693.00	127,086.52	140,299.48	6,606.48	Increases for 17/18 have not been completed for supervisory positions.
GENERAL ADMINISTRATION	8,155.00	4,077.50	3,974.00	4,181.00	103.50	
OFFICE OF THE SUPERINTENDENT	172,310.00	86,155.00	68,733.35	103,576.65	17,421.65	Savings in insurance premiums. Legal fees are included in this area and have not incurred any legal fees.
VEHICLE REPAIR AND FUEL	12,000.00	6,000.00	2,135.39	9,864.61	3,864.61	
TRANSPORTATION AND BUS AIDES	666,063.00	268,189.11	259,443.82	406,619.18	8,745.29	Bus aide vacancies.
UNEMPLOYMENT	9,913.00	4,956.50	2,657.50	7,255.50	2,299.00	
CESA SERVICES	35,180.00	35,180.00	24,352.64	10,827.36	10,827.36	Contract for physical therapy services was reviewed and reduced to be in line with services being received.
CAMP SOAR	55,365.00	36,910.00	36,720.32	18,644.68	189.68	
TRANSIT OF AID TO DISTRICTS	70,500.00	23,500.00	17,794.00	52,706.00	5,706.00	Two payments have been made to districts that paid tuition for students.
TOTAL SPECIAL REVENUE FUND	6,168,758.00	2,285,083.19	2,152,051.39	4,016,706.61	133,031.79	
FOOD SERVICES						
DIRECTON OF FOOD SERVICES	67,328.00	29,923.56	27,707.69	39,620.31	2,215.87	Purchased lunch room tables with prior year excess fund balance. In addition, the contract with WDP increased after the budget was completed.
FOOD - LUNCH PROG	500.00	222.22	-	500.00	222.22	
FOOD	5,600.00	-	-	5,600.00	-	Expense is based on the value of USDA commodities used and is recognized at the end of the year.
TOTAL FOOD SERVICE FUND	73,428.00	30,145.78	27,707.69	45,720.31	2,438.09	

Syble Hopp Balance Sheet as of January 31, 2018

ACCOUNT DESCRIPTION	01/31/18
GENERAL FUND	
CASH	6,501,282.91
TOTAL ASSETS	6,501,282.91
ACCOUNTS PAYABLE	2,034.79
TOTAL LIABILITIES	2,034.79
EQUITY ACCOUNT	6,499,248.12
TOTAL FUND BALANCE	6,499,248.12
SPECIAL EDUCATION FUND	
CASH ACCOUNT	(1,633,585.32)
TOTAL ASSETS	(1,633,585.32)
PAYABLE ACCOUNT	41,514.46
TOTAL LIABILITIES	41,514.46
EQUITY ACCOUNT	(1,675,099.78)
TOTAL FUND BALANCE	(1,675,099.78)
FOOD SERVICE FUND	
CASH	7,104.47
TOTAL ASSETS	7,104.47
ACCOUNTS PAYABLE	6,214.35
TOTAL LIABILITIES	890.12
EQUITY ACCOUNT	5,380.79
TOTAL FUND BALANCE	5,380.79

Support Information #7b

Syble Hopp Revenue Summary for the Month Ended January 31, 2018

DESCRIPTION	2017-2018 Budget	Actual Amount	Remaining Budget	COMMENTS
GENERAL FUND				
PAYMENT IN LEAU OF TAXES	2,949,682.00	2,949,682.00	-	Payment for the year was received in January.
INTEREST	23,000.00	21,235.07	1,764.93	Interest earned is trending higher than expected.
RENT (DUPLEX)	9,000.00	5,250.00	3,750.00	
MEDICAID MAC REIMBURSEMENT	15,000.00	-	15,000.00	The MAC settlement payment is normally not received until April or May.
MISCELLANEOUS	28,900.00	279.88	28,620.12	
TOTAL GENERAL FUND	3,025,582.00	2,976,446.95	49,135.05	
SPECIAL REVENUE FUND				
OPERATING TRANSFER IN	-	-	-	
STUDENT FEES	2,500.00	2,398.00	102.00	
GIFTS	-	-	-	
SOAR STUDENT REGISTRATIONS	27,500.00	20,555.00	6,945.00	
EC GRANT \$'S FROM DISTRICTS	35,060.00	-	35,060.00	
TRANSIT OF FLOW THRU DISTRICT	175,000.00	-	175,000.00	
TUITION-SCH DIST (NON-OPN ENR)	275,000.00	275,611.45	(611.45)	All districts have paid their tuition as of November.
TRANSIT OF STATE AID (CESA)	35,560.00	4,951.86	30,608.14	Transit of aid from CESA is expected to be \$33,000 for the year; as of January
HANDICAPPED AID FROM STATE	1,340,000.00	620,279.00	719,721.00	Three categorical aid payments have been received through January.
GENERAL STATE AID	1,500,000.00	-	1,500,000.00	
HIGH COST KIDS (STATE AND FEDERAL)	8,000.00	-	8,000.00	Claims have been submitted for two highcost students.
MEDICAID REIMBURSEMENT	240,000.00	63,003.37	176,996.63	Payments include services provided through November.
TOTAL SPECIAL REVENUE FUND	3,638,620.00	986,798.68	2,651,821.32	
FOOD SERVICE FUND				
STUDENT LUNCH	35,000.00	18,484.10	16,515.90	
ADULT LUNCH	1,200.00	333.70	866.30	
FOOD SER/STATE AID	1,000.00	-	1,000.00	
FOOD SERVICE/FED AID	29,858.00	9,224.33	20,633.67	
FED AID/COMMODITIES	5,600.00	-	5,600.00	
TOTAL FOOD SERVICE REVENUE FUND	72,658.00	28,042.13	44,615.87	

Syble Hopp Expenditures Summary for the Month Ended January 31, 2018 - Unaudited

DESCRIPTION	2017-2018 BUDGET	BUDGET AS OF 1/31/2018	Actual Amount	TOTAL BUDGET REMAINING	VARIANCE TO BUDGET AS OF 1/31/2018	COMMENTS
GENERAL FUND						
LIBRARY MEDIA RESOURCES	3,815.00	2,225.42	51.32	3,763.68	2,174.10	Expect to see a savings in toner cartridges due to moving to the network printers.
FISCAL/FINANCE	164,653.00	94,992.12	96,685.08	67,967.92	(1,692.96)	Payment for Allo and Frontline were made for the year.
BUILDING OPERATION	234,421.00	136,225.42	156,348.12	78,072.88	(20,122.70)	\$9,720 was incurred to paint the lockers that was approved by the Board, but not budgeted. This cost will be offset by the savings recognized for the purchase of the tractor. Additional maintenance projects including painting of the hallways and vinyl base were completed in August. In addition, the annual contracts for Tweet Garot and ACC Plan Services have been paid. \$2,514 was also incurred to fix the electron unit.
DUPLEX	350.00	204.17	121.80	228.20	82.37	Lawnmower/Snowplow was purchased in August; budgeted \$39,000, but only spent \$17,649.17. Expect to recognize savings for the end of the year.
FACILITIES ACQUISITION/REMODELING	56,020.00	32,678.33	17,649.17	38,370.83	15,029.16	
TELEPHONE	3,100.00	1,808.33	1,772.17	1,327.83	36.16	
TECHNOLOGY EQUIPMENT	6,100.00	3,558.33	-	6,100.00	3,558.33	Due to resources provided by County Technology, technology expenses have not been incurred.
INSURANCE AND JUDGMENTS	58,127.00	33,907.42	29,755.92	28,371.08	4,151.50	
COUNTY IDC AND TECH SERVICES	67,238.00	39,222.17	35,777.22	31,460.78	3,444.95	
TOTAL GENERAL FUND	593,824.00	344,821.71	338,160.80	255,663.20	6,660.91	
SPECIAL REVENUE						
EARLY CHILDHOOD	364,181.00	154,076.58	147,201.05	216,979.95	6,875.53	Staff member on leave
SPEECH/LANGUAGE	517,483.00	218,935.12	210,790.12	306,692.88	8,145.00	Savings due to insurance change by staff member
INTELLECTUAL DISABILITIES	2,057,805.00	870,609.81	834,362.35	1,223,442.65	36,247.46	Savings due to staff member on leave.
RETIREE INSURANCE	35,000.00	14,807.69	4,639.26	30,360.74	10,168.43	Will recognize a savings, since we are not expecting additional retirees that have a sick leave balance.
EC INSTRUCTIONAL AIDES	79,123.00	33,475.12	31,785.67	47,337.33	1,689.45	
ID INSTRUCTIONAL AIDES	1,075,498.00	455,018.38	459,971.09	615,526.91	(4,952.71)	Increases were given to four aides in order to make positions equitable. This variance will be offset by savings in ID.
ID SUB TEACHERS/AIDES	58,131.00	24,593.88	37,239.86	20,891.14	(12,645.98)	Staff members on leave

Syble Hopp Expenditures Summary for the Month Ended January 31, 2018 - Unaudited

DESCRIPTION	2017-2018 BUDGET	BUDGET AS OF 1/31/2018	Actual Amount	TOTAL BUDGET REMAINING	VARIANCE TO BUDGET AS OF 1/31/2018	COMMENTS
EC SUB TEACHERS/AIDES	3,445.00	1,457.50	8,559.01	(5,114.01)	(7,101.51)	Staff member on leave
SPECIALTY TEACHERS	157,084.00	66,458.62	66,129.39	90,954.61	329.23	
DIRECTION OF SOCIAL WORK	73,970.00	31,295.00	30,776.95	43,193.05	518.05	
NURSING	72,997.00	30,883.35	32,073.09	40,923.91	(1,189.74)	A portion of the nursing increase was budgeted in Intellectual Disabilities (ID), so this negative balance will be offset by savings in ID.
OCCUPATIONAL THERAPY	296,400.00	125,400.00	111,488.61	184,911.39	13,911.39	Savings due to new staff member and insurance selections
PHYSICAL THERAPY	80,769.00	34,171.50	33,928.72	46,840.28	242.78	
EXCEPTIONAL ED (SUPV & COORD)	267,386.00	154,261.15	148,382.96	119,003.04	5,878.19	Savings is due to timing of payments and casual days not being paid out until the end of the year. There is not expected to be a savings by the end of the year.
GENERAL ADMINISTRATION	8,155.00	4,757.08	6,645.00	1,510.00	(1,887.92)	The audit billing has been paid for the year which is \$5,900 of the budget.
OFFICE OF THE SUPERINTENDENT	172,310.00	96,493.60	84,117.22	88,192.78	12,376.38	Savings in insurance premiums. Surplus will be less by end of school year. Legal fees are included in this area and have not incurred any legal fees.
VEHICLE REPAIR AND FUEL	12,000.00	7,000.00	2,575.69	9,424.31	4,424.31	
TRANSPORTATION AND BUS AIDES	666,063.00	332,086.55	329,190.73	336,872.27	2,895.82	Savings due to bus aide vacancies which are slightly offset by higher bussing contracted costs.
UNEMPLOYMENT	9,913.00	5,782.58	3,049.56	6,863.44	2,733.02	
CESA SERVICES	35,180.00	35,180.00	24,477.81	10,702.19	10,702.19	Contract for physical therapy services was reviewed and reduced to be in line with services being received.
CAMP SOAR	55,365.00	36,910.00	36,720.32	18,644.68	189.68	
TRANSIT OF AID TO DISTRICTS	70,500.00	23,500.00	17,794.00	52,706.00	5,706.00	Two payments have been made to districts that paid tuition.
TOTAL SPECIAL REVENUE FUND	6,168,758.00	2,757,153.51	2,661,898.46	3,506,859.54	95,255.05	
FOOD SERVICES						
DIRECTON OF FOOD SERVICES	67,328.00	37,404.44	42,867.16	24,460.84	(5,462.72)	Purchased lunch room tables with prior year excess fund balance. In addition, the contract with WDP increased after the budget was completed.
FOOD - LUNCH PROG	500.00	277.78	-	500.00	277.78	
FOOD	5,600.00	-	-	5,600.00	-	Expense is based on the value of USDA commodities used and is recognized at the end of the year.
TOTAL FOOD SERVICE FUND	73,428.00	37,682.22	42,867.16	30,560.84	(5,184.94)	

Job Descriptions for the following BCCDEB Employees:

1. Adaptive Physical Education Teacher
2. Bookkeeper
3. Director of Special Education and Pupil Services
4. Early Childhood Teacher
5. Intermediate Instructional Aide
6. Intermediate Teacher
7. Music Teacher
8. Occupational Therapist
9. Physical Therapist
10. Physical Therapy Assistant
11. Primary Instructional Aide
12. Primary Teacher
13. Principal
14. School Nurse
15. Secondary Instructional Aide
16. Secondary Teacher
17. Secretary
18. Social Worker
19. Special Education Department Program Aide
20. Speech and Language Pathologist
21. Vocational Coordinator

**Brown County Children with Disabilities Education Board
Job Description**

Organization Description: The Brown County Children with Disabilities Education Board (BCCDEB) provides funding for and supports Syble Hopp School and seven public school districts within Brown County. Educational programming is provided to meet the needs of children with intellectual disabilities and/or autism between the ages of three to a student's twenty-first year.

Position Title: Adaptive Physical Education Teacher for Intellectual Disabilities and/or Autism

Position Purpose: This position is responsible for providing consultative, prescriptive and instructional services to children with special education needs. This will be done through a dynamic, relevant and personalized physical/health education for each of our students with an intellectual and/or other developmental disability so that each student is able to reach their fullest potential and become self-confident individuals who have grown and developed into productive members of the community.

Qualifications Required: Bachelor's Degree from an Accredited University
WI Professional Educator License 860 - Adaptive Physical Education

Qualifications Desired: Trained in Non-Violent Crisis Intervention
Experience teaching or working with children with Autism
Experience teaching or working with Assistive Technology
CPR/AED/First Aid Certification

Reports to: Brown County Children with Disabilities Board Administrator or Administrative Designee

Supervises: N/A

Terms of Employment: Exempt Employee, 190 Day Contract

Essential Functions:

This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

1. To incorporate the philosophy and instructional practices of the 5 component based Essential Elements Curriculum (Functional Academics, Vocational Training, Independent Living, Community Living, Recreation and Leisure Activities).
2. To have a complete understanding of and an ability to implement best practices of working with children who have intellectual disabilities and autism. Best practices include but are not limited to substantial knowledge of the child with ID, using positive effective redirecting activities making responsible decisions, demonstrating flexibility, etc.
3. To support Community Based Instruction (CBI) activities that allow students to generalize skills learned in class in the community.
4. To develop in each student an understanding of the importance of good body function and exercise.
5. To motivate each student to cultivate physical fitness, hygienic habits and good social and emotional adjustment.
6. Provide instructional services necessary to achieve the goals and objectives of the child's IEP.
7. Provide materials, resources and techniques to the classroom teachers and parents that would be helpful in meeting the student's special education needs outside of the physical education classroom.
8. Will provide continuous evaluation of student's progress in physical skills and knowledge and report that progress to the student's parents, classroom teacher and administration.
9. Attend staff development programs, curriculum development meetings and other professional activities to keep abreast of development and research in the field of adaptive physical education.
10. Analyzes, demonstrates and explains basic skills, knowledge and strategies of fundamentals of body movement, games, rhythms and recreational activities.

11. Provides individualized and small group instruction in order to adapt the curriculum to the needs of each pupil, to the extent feasible.
12. Provides appropriate safety instruction and makes safety checks on equipment and field areas to ensure the overall safety of students.
13. Maintains control of storage and use of school-owned property.
14. To respond in an appropriate and timely manner to medical illness, safety and other emergencies of both children assigned as well as children assigned to other staff.
15. To use the approach of positive redirection when dealing with all children.
16. To communicate effectively and positively with students, parents, staff, administration and community members/agencies.
17. To use effective and positive behavior management skills that address the safety of all children, the development and enforcement of class and school rules and the assurance of fair treatment for all children.
18. Implements the requirements of being a mandated reporter.
19. Understanding the individual needs of students and families, including socio-economic backgrounds, racial and cultural diversity, and cultural norms.
20. Teaching instruction through high quality interactions.
21. Maintain an organized and functional classroom, including materials, curriculum and technology.
22. Knowledge and awareness of sensory integration and strategies.
23. Implements the requirements of being a mandated reporter in cases of abuse or neglect.
24. All other duties as assigned and performance of related work as required.

Knowledge, Skills and Abilities

1. Knowledge of required Individual Education Plan procedures
2. Knowledge of relevant and up to date behavior/social management techniques
3. Knowledge of current required and/or relevant educational assessments
4. Ability to consult with staff, parents, administration and community agencies
5. Ability to provide leadership and work collaboratively with others
6. Ability to maintain positive working relationships with other district and county staff
7. Ability to designate responsibilities to other classroom staff (i.e. instructional aides)
8. Ability to administer student medication and basic emergency services

Work Environment The work environment described here is representative of those that must be met by an employee to successfully perform the essential functions of this job.

1. Must participate in and implement all required trainings regarding student and employee safety (i.e. ALICE, medication administration, etc.)
2. May be exposed to environmental hazards (e.g. waste anesthetics, cleaning compounds, facility chemicals), physical hazards (e.g. student kicking, biting, scratching) and blood borne pathogen exposure.
3. Exposure to indoor and outdoor climate and weather conditions.
4. May be expected to supervise students using the therapy pool, sensory courtyard, outdoor playground and day/overnight camp experiences.
5. The noise level in the work environment may vary but is usually moderate.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

1. Ability to constantly use bilateral upper extremities, above/below waist and above/below shoulder height.
2. Ability to constantly walk or stand.
3. Ability to constantly use hands and fingers to manipulate objects or tend to student needs.
4. Ability to constantly lift and move up to 35 pounds doing a one person lift.
5. Ability to frequently lift and move up to 70 pounds with a two person lift or aid of provided equipment.
6. Ability to frequently move over 70 pounds with a mechanical lift.
7. Ability to communicate to students using verbal and/or non-verbal communications.
8. Ability to identify student care needs through auditory and/or visual clues.

Equipment and Materials Used: Computer, Copy Machine, Physical Education Equipment

Brown County Children with Disabilities Education Board (BCCDEB)
Job Description

Organization Description: The Brown County Children with Disabilities Education Board (BCCDEB) provides funding for and supports Syble Hopp School and seven public school districts within Brown County. Educational programming is provided to meet the needs of children with intellectual disabilities and/or autism between the ages of three to a student's twenty-first year.

Position Title: Bookkeeper

Position Purpose: Position performs accounting services for the school under the supervision of the Business Manager. Assists in the preparation of reports for special education programs, maintains accounting records for the Handicapped School System; ensures financial, personnel and business records and files are accurate and timely.

Qualifications Required: High School diploma, associate degree in Accounting
Two years of experience as an accounting assistant or bookkeeper

Qualifications Desired: Bookkeeper experience in an educational setting

Reports to: Business Manager

Supervises: NA

Terms of Employment: Non-Exempt Employee

Essential Functions:

1. Prepare payroll forms to record payroll for timecard staff, payroll adjustments and substitute staff
2. Prepare paperwork for new employees
3. Complete purchasing for school; maintain and order supplies for teachers; prepare purchase orders for approval
4. Code accounts payable invoices and prepare for approval
5. Complete review and coding of purchasing card transactions
6. Complete accounting for the school donation funds and parent organization funds
7. File required accounting documents for proper record retention
8. Assist in the preparation of monthly board reports
9. Prepare quarterly Medicaid Cost Reports
10. Track retiree insurance escrow accounts
11. Assist in preparation of DPI financial reports
12. Assist in the preparation of reports for the audit
13. Distribute correspondence related to accounting activities to school staff
14. Answer incoming calls and emails in regards to W-9 status, invoicing, corrections, etc.
15. Process accident reports and follow-up with insurance if applicable

Knowledge, Skills and Abilities

1. Proficient in Microsoft Office, including Word and Excel
2. Knowledge of school financial reporting
3. Knowledge of the financial functioning of the school is preferred
4. Strong organizational skills and ability to multi task

5. Ability to make decision in accordance with policies
6. Ability to maintain composure and maturity in stressful situations
7. Ability to organize data and compile reports
8. Ability to maintain confidential records
9. Ability to establish and maintain effective working relationships with staff, students, officials and public

Work Environment

1. Must participate in and implement all required trainings regarding student and employee safety (medication administration, ALICE, etc.).
2. The noise level in the work environment can vary, but is usually moderate.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Ability to intermittently sit, walk or stand.
2. Ability to constantly use hands and fingers to manipulate objects.
3. Ability to constantly lift and move up to 20 pounds.
4. Ability to communicate to students using verbal and/or non-verbal communications.

Materials and Equipment Used - Computers, Calculator, Copy machine, Financial System, and Student Information System.

This job description is intended to describe the general nature and level of work required by the person hired for this position. It is not intended to serve as an exhaustive list of all the responsibilities, duties, and skills. As the nature of business demands change, so too may the responsibilities, duties, and skills of this position.

**Brown County Children with Disabilities Education Board
Job Description**

Organization Description: The Brown County Children with Disabilities Education Board (BCCDEB) provides funding for and supports Syble Hopp School and seven public school districts within Brown County. Educational programming is provided to meet the needs of children with intellectual disabilities and/or autism between the ages of three to a student's twenty-first year.

Position Title: Director of Special Education and Pupil Services

Position Purpose: The Director of Special Education is responsible to the Brown County Children with Disabilities Education Board as an agent of Brown County. The Director has requisite authority for administration, supervision and budget preparation of special education staff. The Director is responsible for the development, implementation, and evaluation of programs and services for children with disabilities and to articulate special education with regular education.

In collaboration with the BCCDEB Administrator, Syble Hopp Principal and District Special Ed Directors, this will be done through a dynamic, relevant and personalized education for each of our students so that each student is able to reach their fullest potential and become self-confident individuals who have grown and developed into productive members of the community.

Qualifications Required: Wisconsin DPI License in Director of Special Education and Pupil Services (80)

Qualifications

Desired: Experience Teaching Special Education
Trained in Non-Violent Crisis Intervention
CPR/AED/First Aid Certification
Experience Teaching Children with Intellectual Abilities and Autism
Experience working with Assistive Technology and Adaptive Equipment

Reports to: Brown County Children with Disabilities Board Administrator

Supervises: District Teaching Staff; District and Syble Hopp Therapists, Nurse, Social Worker and Clerical

Terms of Employment: Exempt Employee, 12 Month Administrative Contract

Essential Functions:

The specific responsibilities of the Director of Special Education in collaboration with the seven (7) district include the development, implementation and evaluation of processes and procedures in cooperation for:

Administrative Leadership

1. Serve as the district lead representative/contact person of programs for special needs students; effective management, supervisory, team building and problem solving.
2. The development, administration and operation of IEP teams and reports.
3. Appropriate facilities, special transportation and resources for pupils, staff, programs and services.
4. Collaborate with all building principals that the BCCDEB serves to coordinate services provided to students with special needs.
5. Promote collaboration and communication between the staff physically located in the district buildings and those located at Syble Hopp.
6. Review federal and state legislation/regulations related to special services, identify and share the impact of changes on the building and district level.
7. Maintain open line of communication regarding special services with all interested parties, respond to concerns of parents, teachers, building and district administrators and community members/agencies.
8. Facilitate research regarding trends and best practices to support appropriate recommendations for student success through rigorous, innovative and technological programming.

9. Monitor compliance with BCCDEB policies and regulations and work with BCCDEB legal counsel as needed.
10. Provide accurate and timely data for evaluating outcomes for students with disabilities.
11. Responsible for the implementation, reporting and maintenance of the following (but not limited to) systems: WISE Information, Mandated Reporting, Indicator 13 Assessment-Self Assessment, ISES Reports, Procedural Compliance, Infinite Campus, OASYS.
12. Prepare reports and information for the BCCDEB Administrator and Board.
13. Conduct ongoing needs assessments, collect and analyze data, use pertinent data to refine and improve operational functions and services, evaluate special education/pupil services program initiatives.
14. Serve as the district liaison in all matters concerning special services.
15. Maintain communication network with local, county, regional and state Director of Special Ed personnel.
16. Set policies and procedures for special services teachers and staff who are implementing programs for students with special needs.
17. Develop, monitor, supervise and manage all aspects of the annual budgets for special services.
18. Responsible for oversight of and providing other administrators with information on Special Education enrollments and projections, Special Education Categorical Aid, Transfer of Service costs and grants.
19. In collaboration with the BCCDEB Administrator, oversee the human resources (hiring) process (interview and hire staff members, assign tasks and responsibilities, provide onboarding and professional growth opportunities, etc.).
20. Plan, implement and facilitate professional learning opportunities for staff and administration of schools served.
21. Interpret and remain current on all federal, state and local mandates for special education and to ensure that the BCCDEB and Syble Hopp are in compliance.
22. Handle confidential information discretely and professionally.
23. Mediate disputes between parents and schools.
24. Direct special education services for BCCDEB direct special education services and ensure that District students have access to school district established curriculum.
25. Responsible for the coordination of State and District assessments.
26. Oversight of the following (but not limited to) student management responsibilities: Postsecondary Transition Plans, Annual Pupil Non Discrimination, OT/PT/SLP services, Early Childhood, Indicator 7 Child Outcomes, Indicator 12: Transition, Post-High School Surveys, Third Friday Enrollment, IEP Meetings, PBIS, Nursing Services, School Age Parent Program, Homeless Children, Wisconsin Student Number Locator System, Records Management, Immunization Requirements)
27. Other responsibilities as recommended by the Administrator and approved by the Brown County Children with Disabilities Board.

Knowledge, Skills and Abilities

1. Knowledge of Individual Education Plan requirements and procedures.
2. Knowledge of relevant and up to date behavior/social management techniques.
3. Knowledge of current required and/or relevant educational assessments.
4. Knowledge of IEP and Student Management Systems and how they align with DPI reporting requirements.
5. Ability to consult with staff, parents, administration and community agencies.
6. Ability to provide leadership and work collaboratively with others.
7. Ability to maintain positive working relationships with other district and county staff.
8. Ability to designate responsibilities to staff and other administrators (as needed).
9. Ability to administer student medication and basic emergency services.

Work Environment

1. Must participate in and implement all required trainings regarding student and employee safety (medication administration, ALICE, etc.).
2. May be exposed to environmental hazards (e.g. waste anesthetics, cleaning compounds, facility chemicals), physical hazards (e.g. student kicking, biting, scratching) and blood borne pathogen exposure.
3. The noise level in the work environment can vary but is usually moderate.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Ability to constantly use bilateral upper extremities, above/below waist and above/below shoulder height.
2. Ability to walk, stand and sit.
3. Ability to use hands and fingers to manipulate objects or tend to student needs.
4. Ability to lift and move up to 35 pounds doing a one person lift.
5. Ability to lift and move up to 70 pounds with a two person lift or aid of provided equipment.
6. Ability to move over 70 pounds with a mechanical lift.
7. Ability to communicate to students using verbal and/or non-verbal communications.
8. Ability to identify student care needs through auditory and/or visual clues.

Materials and Equipment Used - Computers, Assistive Technology, Copy Machine, IEP Management System (OASYS), Student Information Management System (Infinite Campus)

This job description is intended to describe the general nature and level of work required by the person hired for this position. It is not intended to serve as an exhaustive list of all the responsibilities, duties, and skills. As the nature of business demands change, so too may the responsibilities, duties, and skills of this position.

**Brown County Children with Disabilities Education Board
Job Description**

Organization Description: The Brown County Children with Disabilities Education Board (BCCDEB) provides funding for and supports Syble Hopp School and seven public school districts within Brown County. Educational programming is provided to meet the needs of children with intellectual disabilities and/or autism between the ages of three to a student's twenty-first birthday.

Position Title: Early Childhood Teacher of Intellectual Disabilities and/or Autism

Position Purpose: This position is responsible for providing diagnostic, consultative, prescriptive and instructional services to children with special education needs. In collaboration with the student's family, this will be done by developing and implementing a dynamic, relevant and personalized education for each of our students.

Qualifications Required: Bachelor's Degree from an Accredited University
WI Professional Educator License 1810, Intellectual Disabilities
WI Professional Educator License 1808, Early Childhood EEN
WI License must cover Birth to Age 8 or Birth to Age 11

Qualifications Desired: Trained in Non-Violent Crisis Intervention
Experience teaching or working with children with Autism
Experience working or teaching with Assistive Technology

Reports to: Brown County Children with Disabilities Board Administrator or Administrative Designee

Supervises: Instructional Aides Assigned to Classroom or Individual Students

Terms of Employment: Exempt Employee, 190 Day Contract

Essential Functions

1. Provide services to families and children from ages 3 to 6: developmental evaluation, child and family assessment, family-centered services, service coordination, direct services and collaborative consultation with staff, parents, agency personnel, and administrators.
2. Facilitates the referral process including initial contact with families.
3. Provides comprehensive evaluation for children age 3 to 6 and referring them for the supports they need: motor skills, cognition, communication and social-emotional areas. Family assessment, clinical observation, a developmental and health history will also be completed along with a written evaluation report.
4. Supports the family by relating this information to the needs of the child, and by providing strategies and resources to assist the family in addressing the child's needs.
5. Provides periodic home visits to the child and family providing support to enhance parent-child interactions and developmental guidance. Supports the family in providing an appropriate environment and activities and strategies to enhance their child's development.
6. Provides developmental supports, services, and ongoing assessments in natural environments for Early On children, age 3 and up.
7. Collaborates with appropriate community resources and medical providers to facilitate services and supports for the child and family.
8. To have a complete understanding of and an ability to implement best practices of working with children who have intellectual disabilities and autism. Best practices include but are not limited to substantial knowledge of the child with ID, using positive effective redirecting activities making responsible decisions, demonstrating flexibility, etc.
9. To plan, implement, evaluate and continuously improve Community Based Instruction (CBI) activities that allow students to generalize skills learned in class in the community.

10. In consultation with parents and classroom teachers, develop an IEP, meet with student's parent/guardians annually to review the IEP and continually review the student's IEP and update the plan as objectives and goals are achieved.
11. Formally reevaluate students enrolled in the program every three years.
12. Provide instructional services necessary to achieve the goals and objectives listed in a student's IEP by developing and implementing personalized and relevant lesson plans.
13. To correctly complete all IEP related paperwork on a timely basis.
14. To work collaboratively with the assigned instructional aides, general education teachers, therapists and other specialists.
15. To assume academic and social responsibilities in the classroom and community.
16. In collaboration with the school nurse, ensure the development and implementation of the child's health plan.
17. To respond in an appropriate and timely manner to medical and other emergencies of both children assigned as well as children assigned to other staff.
18. To use the approach of positive redirection when dealing with all children.
19. To communicate effectively and positively with students, parents, staff, administration and community members/agencies.
20. To use effective and positive behavior management skills that address the safety of all children, the development and enforcement of class and school rules and the assurance of fair treatment for all children.
21. All other duties as assigned and performance of related work as required.

Knowledge, Skills and Abilities

1. Knowledge of required Individual Education Plan procedures
2. Knowledge of relevant and up to date behavior/social management techniques
3. Knowledge of current required and/or relevant educational assessments
4. Ability to consult with staff, parents, other related services, administration and community agencies
5. Ability to provide leadership and work collaboratively with others
6. Ability to make decisions and problem solve collaboratively with a team of service providers in partnership with the family
7. Ability to interact in sensitive and/or complex situations and to make effective presentations to groups.
8. Effective planning and organizational abilities.
9. Demonstrated knowledge of the necessary principles and application of theory into practice for effective instruction and positive behavioral supports that are beneficial for implementation with all students with disabilities.
10. Demonstrated knowledge of curriculum and instructional techniques; human behavior, development, and skill performance.
11. Demonstrated knowledge of individual differences in ability, personality, and interests; learning and motivation.
12. Demonstrated knowledge of the assessment and treatment of behavioral and affective disorders and effective instructional practices.
13. Ability to provide positive behavioral support to students in a group and in an individual setting.
14. Ability to maintain positive working relationships with other district and county staff
15. Ability to designate responsibilities to other classroom staff (i.e. instructional aides)
16. Ability to administer student medication and basic emergency services
17. Ability to maintain confidentiality.

Work Environment

1. Must participate in and implement all required trainings regarding student and employee safety (i.e. student illness, medical conditions, safety and medication administration, ALICE)
2. Expected to follow District policies and training as well as policies and training set forth by the County.
3. May be exposed to environmental hazards (e.g. waste anesthetics, cleaning compounds, facility chemicals), physical hazards (e.g. student kicking, biting, scratching) and blood borne pathogen exposure.
4. Exposure to indoor and outdoor climate and weather conditions.
5. The noise level in the work environment is usually moderate.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Ability to constantly use bilateral upper extremities, above/below waist and above/below shoulder height.
2. Ability to constantly walk or stand.
3. Ability to constantly use hands and fingers to manipulate objects or tend to student needs.
4. Ability to constantly lift and move up to 35 pounds doing a one person lift.
5. Ability to frequently lift and move up to 70 pounds with a two person lift or aid of provided equipment.
6. Ability to frequently move over 70 pounds with a mechanical lift.
7. Ability to communicate to students using verbal and/or non-verbal communications.
8. Ability to identify student care needs through auditory and/or visual clues.

Materials and Equipment Used: Computer, Assistive Technology, Adaptive Equipment

This job description is intended to describe the general nature and level of work required by the person hired for this position. It is not intended to serve as an exhaustive list of all the responsibilities, duties, and skills. As the nature of business demands change, so too may the responsibilities, duties, and skills of this position.

Brown County Children with Disabilities Education Board

Organization Description: The Brown County Children with Disabilities Education Board (BCCDEB) provides funding for and supports Syble Hopp School and seven public school districts within Brown County. Educational programming is provided to meet the needs of children with intellectual disabilities and/or autism between the ages of three to a student's twenty-first birthday.

Position Title: Intermediate Instructional Aide

Position Purpose: To provide support and assistance to classroom teachers to achieve instructional objectives; assisting students with cognitive or other developmental disabilities to achieve established goals and with personal care and mobility.

Qualifications Required: DPI Special Education Aide License

Qualifications Desired: Experience with Non-Violent Crisis Intervention Training
CPR/AED/First Aid Certification

Reports to: Assigned Classroom Teacher

Supervises: N/A

Terms of Employment: Non-Exempt Employee

Essential Functions:

This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

1. To incorporate the philosophy and support instructional practices of the 5 component based Essential Elements Curriculum (Functional Academics, Vocational Training, Independent Living, Community Living, Recreation and Leisure Activities).
2. To have a complete understanding of and an ability to implement best practices of working with children who have Intellectual Disabilities and/or Autism. Best practices include but are not limited to substantial knowledge of the child with ID and autism, using positive effective redirecting activities making responsible decisions, demonstrating flexibility, etc.
3. Participating in and supporting students on Community Based Instruction experiences
4. Assist classroom teacher in performing specific duties as assigned or undertaking specialized tasks to achieve and enhance instructional and behavioral objectives.
5. Work with individuals, small groups or large groups as assigned by the teacher.
6. Assist with behavior modification as assigned by the teacher.
7. Lift, move and operate adaptive equipment.
8. Assist students with personal care tasks, including but not limited to, feeding, clothing, hygiene, diapering, toileting and wash up routines.
9. Escort students as assigned by teacher or administrator.
10. Assist students with mobility needs such as lifting and positioning students, lifting in and out of wheelchairs, loading and unloading the bus, transporting students in and around the school and on Community Based Instruction trips.
11. Monitor students during assigned periods within a variety of school environments for the purpose of providing a safe and positive learning environment.
12. Provide programmed practice activities and repetitions as developed by the teacher, therapist or pathologist.
13. Report student concerns directly and expeditiously to teacher and assist with student resolution.
14. Assist with breakfast, lunch, snack, including clean-up.
15. Maintain various records and files.
16. Uses effective and positive behavioral management skills which includes the safety of all children, development and enforcement of class and school rules and assurance of fair treatment for all children.

17. Responds in a timely manner to medical, illness and emergencies of children assigned and assists others with medical and other emergencies.
18. Uses the approach of positive redirection in all dealings with children.
19. To be a good citizen by working well with, utilizing best practices and conducting oneself in a positive and professional manner.
20. To work cooperatively in maintaining a clean and healthy school, playground, sensory area and classroom environment.
21. Implements mandated reporter requirements for incidents of abuse or neglect.
22. Perform related work as required.

Work Environment

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

1. Must participate in and implement all required trainings regarding student and employee safety (i.e. ALICE, student illness, medical conditions, medication administration, etc.).
2. May be exposed to environmental hazards (e.g. waste anesthetics, cleaning compounds, facility chemicals), physical hazards (e.g. student kicking, biting, scratching) and blood borne pathogens.
3. Exposure to indoor and outdoor climate and weather conditions.
4. Will be expected to monitor and teach students in recreational activities including, but not limited to: the therapy pool, sensory courtyard, outdoor playground and day/overnight camp experiences.
5. The noise level in the work environment can vary but is usually moderate.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

1. Ability to constantly use bilateral upper extremities, above/below waist and above/below shoulder height.
2. Ability to constantly walk or stand.
3. Ability to constantly use hands and fingers to manipulate objects or tend to student needs.
4. Ability to constantly lift and move up to 35 pounds doing a one person lift.
5. Ability to frequently lift and move up to 70 pounds with a two person lift or aid of provided equipment.
6. Ability to frequently move over 70 pounds with a mechanical lift.
7. Ability to communicate to students using verbal and/or non-verbal communications.
8. Ability to identify student care needs through auditory and/or visual clues.

Materials and/or Equipment Used: Computer, Assistive Technology, Copy Machine, Adaptive Equipment (stander, gait trainers, etc.)

**Brown County Children with Disabilities Education Board
Job Description**

Position Title: Intermediate Teacher of Children with Intellectual Disabilities and/or Autism

Position Purpose: This position is responsible for providing diagnostic, consultative, prescriptive and instructional services to children with special education needs. This will be done through a dynamic, relevant and personalized education for each of our students with an intellectual and/or other developmental disability so that each student is able to reach their fullest potential and become self-confident individuals who have grown and developed into productive members of the community.

Qualifications Required: Bachelor's Degree from an Accredited University
WI Professional Educator License 1810, Intellectual Disabilities
WI Professional Education License(s) for Ages 6 through Ages 12/13

Qualifications

Desired: Trained in Non-Violent Crisis Intervention
CPR/AED/First Aid Certification
Experience teaching or working with children with Autism
Experience teaching or working with Assistive Technology and Adaptive Equipment

Reports to: Brown County Children with Disabilities Board Administrator or Administrative Designee

Supervises: Instructional Aides Assigned to Classroom or Individual Students

Terms of Employment: Exempt Employee, 190 Day Contract

Essential Functions:

This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

1. To incorporate the philosophy and instructional practices of the 5 component based Essential Elements Curriculum (Functional Academics, Vocational Training, Independent Living, Community Living, Recreation and Leisure Activities).
2. To have a complete understanding of and an ability to implement best practices of working with children who have intellectual disabilities and autism. Best practices include but are not limited to substantial knowledge of the child with ID and/or Autism, using positive effective redirecting activities making responsible decisions, demonstrating flexibility, etc.
3. To plan, implement, evaluate and continuously improve Community Based Instruction (CBI) activities that allow students to generalize skills learned in class in the community.
4. Act as case manager, consult with parents and therapists, develop an IEP (which may include transition components such as the PTP), meet with student's parent/guardians annually to review the IEP and continually review the student's IEP and update the plan as objectives and goals are achieved.
5. Provide instructional services necessary to achieve the goals and objectives listed in a student's IEP by developing and implementing personalized and relevant lesson plans.
6. To correctly complete all IEP related paperwork on a timely basis.
7. To work collaboratively with the assigned instructional aides, therapists and other specialists.
8. To assume academic and social responsibilities in the classroom and community.
9. In collaboration with the school nurse, ensure the implementation of the child's health plan.
10. To respond in an appropriate and timely manner to medical and other emergencies of both children assigned as well as children assigned to other staff.
11. To communicate effectively and positively with students, parents, staff, administration and community members/agencies.
12. To use effective and positive behavior management and redirection skills that address the safety of all children, the development and enforcement of class and school rules and the assurance of fair treatment for all children.

13. Assist students with mobility needs such as lifting and positioning students, lifting in and out of wheelchairs, loading and unloading the bus, transporting students in and around the school and on Community Based Instruction trips.
14. Assist students with personal care tasks, including but not limited to, feeding, clothing, hygiene, diapering, toileting and wash up routines.
15. Implements mandated reporter requirements for incidents of abuse or neglect.
16. Understanding the individual needs of students and families, including socio-economic backgrounds, racial and cultural diversity, and cultural norms.
17. Teaching instruction through high quality interactions.
18. Maintain an organized and functional classroom, including materials, curriculum and technology.
19. Knowledge and awareness of sensory integration and strategies.
20. All other duties as assigned and performance of related work as required.

Knowledge, Skills and Abilities

1. Knowledge of required Individual Education Plan procedures
2. Knowledge of relevant and up to date behavior/social management techniques
3. Knowledge of current required and/or relevant educational assessments
4. Ability to consult with staff, parents, administration and community agencies
5. Ability to provide leadership and work collaboratively with others
6. Ability to maintain positive working relationships with other district and county staff
7. Ability to designate responsibilities to other classroom staff (i.e. instructional aides)
8. Ability to administer student medication and basic emergency services

Work Environment:

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job

1. Must participate in and implement all required trainings regarding student and employee safety (i.e. ALICE, medication administration, etc.). May be exposed to environmental hazards (e.g. waste anesthetics, cleaning compounds, facility chemicals), physical hazards (e.g. student kicking, biting, scratching) and blood borne pathogen exposure.
2. Exposure to indoor and outdoor climate and weather conditions.
3. Will be expected to monitor and teach students in recreational activities including, but not limited to: the therapy pool, sensory courtyard, outdoor playground and day/overnight camp experiences.
4. The noise level in the work environment can vary, but is usually moderate.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

1. Ability to constantly use bilateral upper extremities, above/below waist and above/below shoulder height.
2. Ability to constantly walk or stand.
3. Ability to constantly use hands and fingers to manipulate objects or tend to student needs.
4. Ability to constantly lift and move up to 35 pounds doing a one person lift.
5. Ability to frequently lift and move up to 70 pounds with a two person lift or aid of provided equipment.
6. Ability to frequently move over 70 pounds with a mechanical lift.
7. Ability to communicate to students using verbal and/or non-verbal communications.
8. Ability to identify student care needs through auditory and/or visual clues.

Materials and Equipment Used - Computers, Assistive Technology, Copy Machine, Online IEP System, Student Information System, Adaptive Equipment (stander, gait trainers etc.)

This job description is intended to describe the general nature and level of work required by the person hired for this position. It is not intended to serve as an exhaustive list of all the responsibilities, duties, and skills. As the nature of business demands change, so too may the responsibilities, duties, and skills of this position.

**Brown County Children with Disabilities Education Board
Job Description**

Position Title: Music Teacher of Children with Intellectual Disabilities and/or Autism

Position Purpose: This position is responsible for providing consultative, prescriptive and instructional services to children with special education needs. This will be done through a dynamic, relevant and personalized music education for each of our students with an intellectual and/or other developmental disability so that each student is able to reach their fullest potential and become self-confident individuals who have grown and developed into productive members of the community.

Qualifications Required: Bachelor's Degree in Music Education from an Accredited University
WI Professional Educator License - General Music and Adaptive Education

Qualifications Desired: Proficiency in Piano, Voice and/or other instruments
Trained in Non-Violent Crisis Intervention
Certified in CPR/AED/First Aid
Experience teaching or working with children with Autism
Experience teaching with or working with Assistive and Music Technology

Reports to: Brown County Children with Disabilities Board Administrator or Administrative Designee

Supervises: N/A

Terms of Employment: Exempt Employee, 190 Day Contract

Essential Functions:

This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

1. Incorporates the philosophy and instructional practices of the 5 component based Essential Elements Curriculum (Functional Academics, Vocational Training, Independent Living, Community Living, Recreation and Leisure Activities).
2. Has a complete understanding of and an ability to implement best practices of working with children who have intellectual disabilities and autism. Best practices include but are not limited to substantial knowledge of the child with ID, using positive effective redirecting activities making responsible decisions, demonstrating flexibility, etc.
3. Plans, implement, evaluate and continuously improve Community Based Instruction (CBI) activities that allow students to generalize skills learned in class in the community.
4. Consults with parents and classroom teachers, develop an IEP, meet with student's parent/guardians annually to review the IEP and continually review the student's IEP and update the plan as objectives and goals are achieved.
5. Teaches skills in music understanding/appreciation, harmony and explorations.
6. Plans/executes a balanced music program and organizes class time so that preparation and instruction can be accomplished within the allotted time.
7. Provides small and large group instruction in order to adapt the music curriculum to the needs of each student.
8. Encourages students to develop individual musical skills to the greatest extent possible.
9. Utilizes repertoire of all types of music literature, including traditional and contemporary that are appropriate for the ages and skill levels of pupils.
10. Maintains care/responsibility for school-owned music, musical instruments and equipment to prevent loss or abuse.
11. Makes minor adjustments and requests repairs to instruments as required.
12. Evaluates each pupil's musical growth, performance, and musical understanding.
13. Assesses each individual's contribution to the performance of the group.

14. Selects appropriate music, books and instructional aides to enhance learning and requisitions musical instruments and instructional supplies as necessary.
15. Cooperates with Building Principal and staff in providing musical programs for school assemblies, activities and seasonal programs.
16. Communicates with parents and school staff on individual student's progress.
17. Uses technology in the classroom and program.
18. Responds in an appropriate and timely manner to medical illness, safety and other emergencies of both children assigned as well as children assigned to other staff.
19. Uses the approach of positive redirection when dealing with all children.
20. Communicates effectively and positively with students, parents, staff, administrators and community members/agencies.
21. Uses effective and positive behavior management skills that address the safety of all children, the development and enforcement of class and school rules and the assurance of fair treatment for all children.
22. Implements mandated reporter requirements for incidents of abuse or neglect
23. Understanding the individual needs of students and families, including socio-economic backgrounds, racial and cultural diversity, and cultural norms.
24. Teaching instruction through high quality interactions.
25. Maintain an organized and functional classroom, including materials, curriculum and technology.
26. Knowledge and awareness of sensory integration and strategies.
27. All other duties as assigned and performance of related work as required.

Knowledge, Skills and Abilities

1. Knowledge of required Individual Education Plan procedures
2. Knowledge of relevant and up to date behavior/social management techniques
3. Knowledge of current required and/or relevant educational assessments
4. Ability to consult with staff, parents, administration and community agencies
5. Ability to provide leadership and work collaboratively with others
6. Ability to maintain positive working relationships with other district and county staff
7. Ability to designate responsibilities to other classroom staff (i.e. instructional aides)
8. Ability to administer student medication and basic emergency services

Work Environment:

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

1. Must participate in and implement all required trainings regarding student and employee safety (i.e. ALICE, medication administration, emergency situations).
2. May be exposed to environmental hazards (e.g. waste anesthetics, cleaning compounds, facility chemicals), physical hazards (e.g. student kicking, biting, scratching) and blood borne pathogen exposure.
3. Exposure to indoor and outdoor climate and weather conditions.
4. May be expected to supervise students using the therapy pool, sensory courtyard and camp experiences.
5. The noise level in the work environment may vary but is usually moderate.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

1. Ability to constantly use bilateral upper extremities, above/below waist and above/below shoulder height.
2. Ability to constantly walk or stand.
3. Ability to constantly use hands and fingers to manipulate objects or tend to student needs.
4. Ability to constantly lift and move up to 35 pounds doing a one person lift.
5. Ability to frequently lift and move up to 70 pounds with a two person lift or aid of provided equipment.
6. Ability to frequently move over 70 pounds with a mechanical lift.
7. Ability to communicate to students using verbal and/or non-verbal communications.
8. Ability to identify student care needs through auditory and/or visual clues.

Brown County Children with Disabilities Education Board

Organization Description: The Brown County Children with Disabilities Education Board (BCCDEB) provides funding for and supports Syble Hopp School and seven public school districts within Brown County. Educational programming is provided to meet the needs of children with intellectual disabilities and/or autism between the ages of three to a student's twenty-first year.

Position Title: Occupational Therapist (Educational Setting)

Position Purpose: This position is responsible for providing consultative, prescriptive and instructional occupational therapy services to children with special education needs. This will be done through providing dynamic, relevant and personalized services for each of our students with an intellectual and/or other developmental disability so that each student is able to reach their fullest potential and become self-confident individuals who have grown and developed into productive members of the community.

Qualifications

Required: Degree in Occupational Therapy from an Accredited University
WI Dept. of Public Instruction License 0051 - School Occupational Therapist
WI Dept. of Safety and Professional Services License in Occupational Therapy

Qualifications Desired: Trained in Non-Violent Crisis Intervention
Experience working with children with Autism
Experience working with Assistive Technology

Reports to: Brown County Children with Disabilities Board Administrator or Administrative Designee

Supervises: OT Clinical Students; Occupational Therapy Assistants (if applicable)

Terms of Employment: Exempt Employee; 190 Day Contract

Essential Functions:

1. To incorporate the philosophy and practices of the 5 component based Essential Elements curriculum (Functional Academics, Vocational Training, Independent Living, Community Living, Recreation and Leisure Activities).
2. To have a complete understanding of and an ability to implement best practices of working with children who have Intellectual Disabilities (ID) and Autism. Best practices include but are not limited to substantial knowledge of the child with ID, using positive effective redirecting activities making responsible decisions, demonstrating flexibility, etc.
3. To plan, implement, evaluate and continuously improve occupational therapy services for students when they generalize skills learned in class to Community Based Instruction (CBI) activities. This includes participating in Community Based Instruction experiences on a regular basis.
4. Participates in multidisciplinary meetings to review evaluation results, integrate findings with other disciplines, offer recommendations, and develop Individual Education Plans (IEPs) and Intervention Plans to achieve IEP goals.
5. Provides targeted, evidence-based therapeutic intervention to facilitate student participation and occupational performance within the school environment.
6. Consults with the school-based team to achieve student outcomes.
7. Adapts and modifies the environment including the use of assistive technology and training instructional staff to meet individual needs and to help students function as independently as possible.
8. Educates student, educational personnel, and family to facilitate skills in areas of occupation as well as health maintenance and safety.
9. Monitors and reassess the effects of occupational therapy intervention and the need to continue, modify, or discontinue intervention.
10. Documents occupational therapy services to ensure accountability of service provision and to meet standards for reimbursement of services as appropriate.

11. Prioritizes and schedules work tasks independently.
12. Manages inventory of therapeutic equipment and assessments, and project needs for budget planning.
13. Maintains clinical and administrative records in accordance with professional standards, state guidelines, and school system policy.
14. Adheres to federal and state legislation, regulation, and policies that affect occupational therapy practice.
15. Reviews occupational therapy services for quality improvement and makes changes as needed to ensure quality of services.
16. Teaches, monitors, and collaborates with educational personnel, community agencies, parents, and students to increase understanding of the student's occupational performance.
17. Provides continuing education and in-services for educational personnel, parents, and community based service providers.
18. Participates in continuing education for professional development to ensure practice consistent with best practices.
19. Uses professional literature, evidence based research, and continuing education content to make practice decisions.
20. Uses professional Code of Ethics and standards of practice to guide ethical decision making in practice.
21. To work collaboratively with the instructional aides, specialists and other therapists.
22. To assume occupational therapy responsibilities in the classroom and community.
23. To work collaboratively on Individual Education Plans (IEPs), transitions, school wide activities, special events and the everyday planning and implementation of individualized programs.
24. To correctly complete all IEP related paperwork on a timely basis.
25. To respond in an appropriate and timely manner to medical and other emergencies of both children assigned as well as children assigned to other staff.
26. To use the approach of positive redirection when dealing with all children.
27. To communicate effectively and positively with students, parents, staff, administration and community members/agencies.
28. To use effective and positive behavior management skills that address the safety of all children, the development and enforcement of class and school rules, and the assurance of fair treatment for all children.
29. Implement the requirements of being a mandated reporter.
30. All other duties as assigned and performance of related work as required.

Knowledge, Skills and Abilities

1. Knowledge of required Individual Education Plan procedures.
2. Knowledge of human development throughout the lifespan and ability to integrate to student's unique status.
3. Knowledge and appreciation of the influence of disabilities, socio-cultural, and socioeconomic factors on student's ability to participate in occupations.
4. Knowledge and use of occupational therapy theories, models of practice, principles, and evidence based practice to guide intervention decisions.
5. Knowledge of the federal, state, local legislation, regulations, policies and procedures that mandate and guide occupational therapy practice in schools.
6. Ability to gather data and assess outcomes of program evaluation to then modify services at the programmatic level.
7. Ability to maintain current reporting, documentation, scheduling, and billing in accordance with professional standards, state and local guidelines, and reimbursement requirements.
8. Ability to determine the need for an occupational therapy evaluation and to select and administer appropriate assessment tools to evaluate the student.
9. Ability to interpret the evaluation data and write a comprehensive report that reflects strengths and barriers to student's participation and occupational performance.
10. Ability to participate collaboratively with multi-disciplinary educational teams to develop Individualized Education Programs to meet student needs.
11. Ability to develop occupationally based intervention plans based on evaluation information.
12. Ability to provide evidence based occupational therapy intervention to improve student's performance skills and participation.
13. Ability to adapt and modify environments, equipment, and materials including assistive technology.

14. Ability to plan, coordinate, and conduct continuing education for educational personnel, parents, and students.
15. Ability to use professional literature, evidence based research, and continuing education content to make practice decisions.
16. Skill in effective oral and written communication.

Work Environment:

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

1. Must participate in and implement all required trainings regarding student and employee safety (ALICE, medication administration, medical conditions, etc.)
2. May be exposed to environmental hazards (e.g. waste anesthetics, cleaning compounds, facility chemicals), physical hazards (e.g. student kicking, biting, scratching) and blood borne pathogen exposure.
3. Exposure to indoor and outdoor climate and weather conditions.
4. Will experience the supervision of students using a therapy pool, sensory courtyard and day/overnight camp experiences.
5. The noise level in the work environment may vary but is usually moderate.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

1. Ability to constantly use bilateral upper extremities, above/below waist and above/below shoulder height.
2. Ability to constantly walk or stand.
3. Ability to constantly use hands and fingers to manipulate objects or tend to student needs.
4. Ability to constantly lift and move up to 35 pounds doing a one person lift.
5. Ability to frequently lift and move up to 70 pounds with a two person lift or aid of provided equipment.
6. Ability to frequently move over 70 pounds with a mechanical lift.
7. Ability to communicate to students using verbal and/or non-verbal communications.
8. Ability to identify student care needs through auditory and/or visual clues.

Materials and/or Equipment Used: Computer, Assistive Technology, Therapeutic Equipment, Sensory Motor Equipment, Adaptive Equipment

Brown County Children with Disabilities Education Board

Organization Description: The Brown County Children with Disabilities Education Board (BCCDEB) provides funding for and supports Syble Hopp School and seven public school districts within Brown County. Educational programming is provided to meet the needs of children with intellectual disabilities and/or autism between the ages of three to a student's twenty-first year.

Position Title: Physical Therapist (Educational Setting)

Position Purpose: This position is responsible for providing diagnostic, consultative, instructional and direct physical therapy services to children with special education needs. This will be done through providing dynamic, relevant and personalized services for each of our students with an intellectual and/or other developmental/physical disability, so that each student is able to reach their fullest potential and become self-confident individuals who have grown and developed into productive members of the community.

Qualifications Required: Wisconsin DPI License – Physical Therapy
WI Dept. of Safety and Professional Services License in Physical Therapy

Qualifications Desired: Trained in Non-Violent Crisis Intervention
Experience working with children with Autism
Experience working with Assistive Technology

Reports to: Brown County Children with Disabilities Board Administrator or Administrative Designee

Supervises: Physical Therapy Assistant, Clinical PT Students

Terms of Employment: Exempt Employee; 190 Day Contract

Essential Functions:

This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

1. To incorporate the philosophy and practices of the 5 component based Essential Elements Curriculum (Functional Academics, Vocational Training, Independent Living, Community Living, Recreation and Leisure Activities).
2. To have a complete understanding of and an ability to implement best practices of working with children who have intellectual/physical disabilities. Best practices include but are not limited to substantial knowledge of the child with ID, using positive effective redirecting activities making responsible decisions, demonstrating flexibility, etc.
3. To plan, implement, evaluate and continuously improve physical therapy experiences for students when they generalize skills learned in class to Community Based Instruction (CBI) activities. This may include participating in Community Based Instruction experiences.
4. Adhere to ethical, professional and legal standards of the practice.
5. Develops, implements and coordinates a physical therapy program within the Local Education Agency (LEA); providing screening, evaluation and intervention services.
6. Analyze risk, problem solve effectively and demonstrate a high level of professional judgement when recommending and providing services, making environmental modifications and training staff to manage physical needs at an appropriate level of supervision.
7. To work collaboratively on Individual Education Plans (IEPs), transitions, school wide activities, special events and the everyday planning and implementation of individualized programs.
8. To correctly complete all IEP related paperwork on a timely basis.
9. Consultation with educational and community personnel is essential.
10. Evaluate students using appropriate tests, skilled professional observation and supplementary information for other agencies and records.
11. Interpret assessment findings and appropriately convey information to parents and school teams.
12. Develop physical management plans for daily classroom routines and train staff in its safe implementation.

13. Plan for transition from school to community, preparing students to function independent from therapy services when targeted outcomes are achieved.
14. Evaluate and report on student progress.
15. Communicate and consult with school staff, parents, administrators, physicians, community and other professionals.
16. Serve as a resource to parents, school team, staff and administration on disabling conditions and their effects on education.
17. Collaborate with community based therapists, orthotists, medical equipment vendors and other healthcare providers for effective coordination of services.
18. Assess need and recommend assistive technology necessary for function at school.
19. Provide consultation regarding the emergency evacuation of students.
20. Participate in improving school accessibility and planning environmental modifications.
21. Maintain records in accordance with the Physical Therapy Practice Act as well as school, district State and Federal policies.
22. Participate in budget planning and policy development.
23. Procure, maintain and inventory equipment, materials and supplies.
24. Seek regular opportunities for professional growth.
25. To respond in an appropriate and timely manner to medical and other emergencies of both children assigned as well as children assigned to other staff.
26. To use the approach of positive redirection when dealing with all children.
27. To communicate effectively and positively with students, parents, staff, administration and community members/agencies.
28. To use effective and positive behavior management skills that address the safety of all children, the development and enforcement of class and school rules and the assurance of fair treatment for all children.
29. All other duties as assigned and performance of related work as required.

Knowledge, Skills and Abilities

1. Knowledge of physical therapy principles, theory, methods and evidence based practice.
2. Knowledge of effective practice, clinical decision making, outcome based intervention and their proper application to the educational environment.
3. Knowledge of areas of practice specific to pediatrics, including child development and specific diagnosis.
4. Knowledge of administrative management practices.
5. Ability to plan, implement, administer and coordinate the physical therapy program, from eligibility determination to exit, within an LEA.
6. Ability to select and administer appropriate assessment tools and interpret results of assessment.
7. Skill in selecting and providing a wide range of intervention strategies and monitoring their effectiveness.
8. Ability to plan, coordinate and provide training and continuing education both formally and informally to parents, administration, staff, community agencies, and other medical professionals.
9. Skill in effective oral and written communication.
10. Knowledge of current legal mandates, Federal and State law, compliance issues and confidentiality requirements.
11. Physical ability to execute job responsibilities that may include: transferring and/or lifting students or equipment and managing equipment.

Work Environment

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

1. Must participate in and implement all required trainings regarding student and employee safety (i.e. ALICE, medication administration, etc.).
2. May be exposed to environmental hazards (e.g. waste anesthetics, cleaning compounds, facility chemicals), physical hazards (e.g. student kicking, biting, scratching) and blood borne pathogen exposure.
3. Exposure to indoor and outdoor climate and weather conditions.
4. Will experience the supervision of students using a therapy pool, sensory courtyard, outdoor playground and day/overnight camp experiences.
5. The noise level in the work environment is usually moderate.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

1. Ability to constantly use bilateral upper extremities, above/below waist and above/below shoulder height.
2. Ability to constantly walk or stand.
3. Ability to constantly use hands and fingers to manipulate objects or tend to student needs.
4. Ability to constantly lift and move up to 35 pounds doing a one person lift.
5. Ability to frequently lift and move up to 70 pounds with a two person lift or aid of provided equipment.
6. Ability to frequently move over 70 pounds with a mechanical lift.
7. Ability to communicate to students using verbal and/or non-verbal communications.
8. Ability to identify student care needs through auditory and/or visual clues.

Materials and/or Equipment Used: Computer, Assistive Technology, Adaptive Equipment

This job description is intended to describe the general nature and level of work required by the person hired for this position. It is not intended to serve as an exhaustive list of all the responsibilities, duties, and skills. As the nature of business demands change, so too may the responsibilities, duties, and skills of this position.

**Brown County Children with Disabilities Education Board
Job Description**

Organization Description: The Brown County Children with Disabilities Education Board (BCCDEB) provides funding for and supports Syble Hopp School and seven public school districts within Brown County. Educational programming is provided to meet the needs of children with intellectual disabilities and/or autism between the ages of three to a student's twenty-first year.

Position Title: Physical Therapy Assistant for Children with Intellectual Disabilities and/or Autism

Position Purpose: Under the direction of a licensed Physical Therapist, the Physical Therapy Assistant will be responsible for providing direct treatment and appropriate therapeutic techniques specific to the age and condition of the student. They will also document patient treatments, changes in condition and other pertinent information as required.

Qualifications Required: Associate Degree - Physical Therapy Assistant

Qualifications Desired: Trained in Non-Violent Crisis Intervention
Experience teaching or working with children with Autism
Experience teaching or working with Adaptive Equipment
CPR/AED/First Aid Certification

Reports to: Licensed Physical Therapist

Supervises: N/A

Terms of Employment: Non-Exempt Employee

Essential Functions:

This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

1. To incorporate the philosophy and instructional practices of the 5 component based Essential Elements Curriculum (Functional Academics, Vocational Training, Independent Living, Community Living, Recreation and Leisure Activities).
2. To have a complete understanding of and an ability to implement best practices of working with children who have intellectual disabilities and autism. Best practices include but are not limited to substantial knowledge of the child with ID, using positive effective redirecting activities making responsible decisions, demonstrating flexibility, etc.
3. Supports Community Based Instruction (CBI) activities that allow students to generalize skills learned in class in the community.
4. Performs exams and interviews to determine needs and concerns and develop treatment plans.
5. Prepares treatment and exercise programs that respond to individual student goals and the appropriate measurements for reaching said goals.
6. Under the supervision of the Physical Therapist, carries out the treatment and exercise programs, providing patients with words of encouragement, instruction and physical assistance.
7. Assist and instruct staff and students in the use of the child's supportive devices such as crutches, braces and wheelchairs.
8. Monitors patient progress throughout their treatments and evaluates their strengths and challenges, adapting plans accordingly.
9. Must accurately document all student treatment plans and sessions, charting progress and communicating to relevant parties.
10. Communicates student goal progress to the Physical Therapist.
11. Responds in an appropriate and timely manner to medical illness, safety and other emergencies of both children assigned as well as children assigned to other staff.
12. To use the approach of positive redirection when dealing with all children.

13. To communicate effectively and positively with students, parents, staff, administration and community members/agencies.
14. Knowledge and awareness of sensory integration and strategies.
15. Implements the requirements of being a mandated reporter in cases of abuse or neglect.
16. All other duties as assigned and performance of related work as required.

Knowledge, Skills and Abilities

1. Possess analytic thinking and excellent interpersonal skills
2. Proficiency in standard computer and recording programs
3. Knowledge of the human body
4. Ability to consult with staff, parents, administration and community agencies
5. Ability to provide leadership and work collaboratively with others
6. Ability to maintain positive working relationships with other district and county staff
7. Ability to designate responsibilities to other classroom staff (i.e. instructional aides)
8. Ability to administer basic emergency services (CPR/AED/First Aid)

Work Environment The work environment described here is representative of those that must be met by an employee to successfully perform the essential functions of this job.

1. Must participate in and implement all required trainings regarding student and employee safety (i.e. ALICE, medication administration, etc.)
2. May be exposed to environmental hazards (e.g. waste anesthetics, cleaning compounds, facility chemicals), physical hazards (e.g. student kicking, biting, scratching) and blood borne pathogen exposure.
3. Exposure to indoor and outdoor climate and weather conditions.
4. May be expected to provide services to students using the therapy pool, sensory courtyard, outdoor playground and day/overnight camp experiences.
5. The noise level in the work environment may vary but is usually moderate.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

1. Ability to constantly use bilateral upper extremities, above/below waist and above/below shoulder height.
2. Ability to constantly walk or stand.
3. Ability to constantly use hands and fingers to manipulate objects or tend to student needs.
4. Ability to constantly lift and move up to 35 pounds doing a one person lift.
5. Ability to frequently lift and move up to 70 pounds with a two person lift or aid of provided equipment.
6. Ability to frequently move over 70 pounds with a mechanical lift.
7. Ability to communicate to students using verbal and/or non-verbal communications.
8. Ability to identify student care needs through auditory and/or visual clues.

Equipment and Materials Used: Computer, Copy Machine, Adaptive Equipment, Assistive Technology

This job description is intended to describe the general nature and level of work required by the person hired for this position. It is not intended to serve as an exhaustive list of all the responsibilities, duties, and skills. As the nature of business demands change, so too may the responsibilities, duties, and skills of this position.

Brown County Children with Disabilities Education Board

Organization Description: The Brown County Children with Disabilities Education Board (BCCDEB) provides funding for and supports Syble Hopp School and seven public school districts within Brown County. Educational programming is provided to meet the needs of children with intellectual disabilities and/or autism between the ages of three to a student's twenty-first year.

Position Title: Primary Instructional Aide

Position Purpose: To provide support and assistance to classroom teachers to achieve instructional objectives; assisting students with cognitive or other developmental disabilities to achieve established goals along with personal care and mobility.

Qualifications Required: DPI Special Education Aide License

Qualifications Desired: Experience with Non-Violent Crisis Intervention Training
CPR/AED/First Aid Certified

Reports to: Assigned Classroom Teacher

Supervises: N/A

Terms of Employment: Non-Exempt Employee

Essential Functions:

This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

1. To incorporate the philosophy and support instructional practices of the 5 component based Essential Elements Curriculum (Functional Academics, Vocational Training, Independent Living, Community Living, Recreation and Leisure Activities).
2. To have a complete understanding of and an ability to implement best practices of working with children who have intellectual disabilities and autism. Best practices include but are not limited to substantial knowledge of the child with ID (medical, emotional, physical, behavioral), using positive and effective directing techniques, making responsible decisions, demonstrating flexibility, etc.
3. Participating in and supporting students on Community Based Instruction experiences
4. Assist classroom teacher in performing specific duties as assigned to achieve and enhance instructional and behavioral objectives.
5. Work with individuals, small groups or large groups as assigned by the teacher.
6. Assist with behavior modification as assigned by the teacher.
7. Lift, move and operate adaptive equipment. (Training will be provided)
8. Assist students with personal care tasks, including but not limited to, clothing, feeding, grooming, toileting, diapering and hygiene routines.
9. Escort students as assigned by teacher or administrator.
10. Assist students with mobility needs such as lifting and positioning students, lifting in and out of wheelchairs, loading and unloading the bus, transporting students in and around the school and on Community Based Instruction trips.
11. Monitor and escort students during assigned periods within a variety of school environments for the purpose of providing a safe and positive learning environment.
12. Provide programmed practice activities and repetitions as developed by the teacher, therapist or pathologist.
13. Report student concerns directly and expeditiously to teacher and assist with student resolution.
14. Assist with breakfast, lunch, snack, including clean-up (as needed).
15. Maintain various records and files and data as directed by the teacher.
16. Assist in development and implementation of class rules to insure the safety of students, and assurance of fair treatment for all children.
17. Implements mandated reporter requirements for incidents of abuse or neglect.

18. Responds in a timely manner to medical, illness and emergencies of children assigned and assists others with medical and other emergencies (i.e. fire, tornado, ALICE training)
19. To be a good citizen by working well with other staff and families, utilizing best practices and conducting oneself in a positive and professional manner.
20. To work cooperatively in maintaining a clean and healthy school, playground, sensory area and classroom environment.
21. Perform related work as required.

Work Environment

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

1. Must participate in and implement all required trainings regarding student and employee safety and emergencies (i.e. ALICE, medication administration, etc.).
2. May be exposed to environmental hazards (e.g. waste anesthetics, cleaning compounds, facility chemicals), physical hazards (e.g. student kicking, biting, scratching) and blood borne pathogens.
3. Exposure to indoor and outdoor climate and weather conditions.
4. Supervision of students using a therapy pool, sensory courtyard and day and/or overnight camp experiences is required.
5. The noise level in the work environment may vary but is usually moderate.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

1. Ability to constantly use bilateral upper extremities, above/below waist and above/below shoulder height.
2. Ability to constantly walk or stand.
3. Ability to constantly use hands and fingers to manipulate objects or tend to student needs.
4. Ability to constantly lift and move up to 35 pounds doing a one person lift.
5. Ability to frequently lift and move up to 70 pounds with a two person lift or aid of provided equipment.
6. Ability to frequently move over 70 pounds with a mechanical lift.
7. Ability to communicate to students using verbal and/or non-verbal communications.
8. Ability to identify student care needs through auditory and/or visual clues.

Materials and/or Equipment Used: Computer, Assistive Technology, Copy Machine, Adaptive Equipment (stander, gait trainers, etc.)

**Brown County Children with Disabilities Education Board
Job Description**

Position Title: Primary Teacher of Children with Intellectual Disabilities and/or Autism

Position Purpose: This position is responsible for providing diagnostic, consultative, prescriptive and instructional services to children with special education needs. This will be done through a dynamic, relevant and personalized education for each of our students with an intellectual and/or other developmental disability so that each student is able to reach their fullest potential and become self-confident individuals who have grown and developed into productive members of the community.

Qualifications Required: Bachelor's Degree from an Accredited University
WI Professional Educator License 1810, Intellectual Disabilities
WI Professional Educator License must cover Birth to Age 8 or 11

Qualifications Desired: Trained in Non-Violent Crisis Intervention
Experience working with children with autism
Experience with assistive technology

Reports to: Brown County Children with Disabilities Board Administrator or Administrative Designee

Supervises: Instructional Aides Assigned to Classroom or Individual Students

Terms of Employment: Exempt Employee, 190 Day Contract

Essential Functions

1. To incorporate the philosophy and instructional practices of the 5 component based Syble Hopp Essential Elements Curriculum (Functional Academics, Vocational Training, Independent Living, Community Living, Recreation and Leisure Activities).
2. To have a complete understanding of and an ability to implement best practices of working with children who have intellectual (physical, visual, hearing) disabilities and autism. Best practices include but are not limited to substantial knowledge of the child with ID (medical, physical, emotional, behavioral), using positive effective redirecting techniques, making responsible decisions, demonstrating flexibility, etc.
3. To plan, implement, evaluate and continuously improve Community Based Instruction (CBI) activities that allow students to generalize skills learned in class in the community.
4. In consultation with parents and classroom teachers, develop an IEP, meet with student's parent/guardians annually to review the IEP and continually review the student's IEP and update the plan as objectives and goals are achieved.
5. Provide instructional services necessary to achieve the goals and objectives listed in a student's IEP by developing and implementing personalized and relevant lesson plans and efficient systems for instructional duties.
6. To correctly complete all IEP related paperwork on a timely basis.
7. To work collaboratively with the assigned instructional aides, therapists and other specialists.
8. To assume academic and social responsibilities in the classroom and community.
9. In collaboration with the school nurse, ensure the implementation of the child's health plan.
10. To respond in an appropriate and timely manner to medical and other emergencies of both children assigned as well as children assigned to other staff.
11. To use the approach of positive redirection when dealing with all children.
12. To communicate effectively and positively with students, parents, staff, administration and community members/agencies.
13. Assist in development and implementation of class rules to insure the safety of students, and assurance of fair treatment for all children.
14. Implement the requirements of being a mandated reporter for incidents of abuse or neglect.

15. Understanding the individual needs of students and families, including socio-economic backgrounds, racial and cultural diversity, and cultural norms.
16. Teaching instruction through high quality interactions.
17. Maintain an organized and functional classroom, including materials, curriculum and technology.
18. Knowledge and awareness of sensory integration and strategies.
19. All other duties as assigned and performance of related work as required.

Knowledge, Skills and Abilities

1. Knowledge of required Individual Education Plan procedures
2. Knowledge of relevant and up to date behavior/social management techniques
3. Knowledge of current required and/or relevant educational assessments
4. Ability to consult with staff, parents, administration and community agencies
5. Ability to provide leadership and work collaboratively with others
6. Ability to maintain positive working relationships with other district and county staff and volunteers.
7. Ability to designate responsibilities to other classroom staff (i.e. instructional aides, substitutes)
8. Ability to administer student medication and basic emergency services

Work Environment:

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

1. Must participate in and implement all required trainings regarding student and employee safety (i.e. ALICE, medication administration, etc.)
2. May be exposed to environmental hazards (e.g. waste anesthetics, cleaning compounds, facility chemicals), physical hazards (e.g. student kicking, biting, scratching) and blood borne pathogen exposure.
3. Exposure to indoor and outdoor climate and weather conditions.
4. Will be expected to supervise students using the therapy pool, sensory courtyard, outdoor playground and day/overnight camp experiences.
5. The noise level in the work environment is usually moderate.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

1. Ability to constantly use bilateral upper extremities, above/below waist and above/below shoulder height.
2. Ability to constantly walk or stand.
3. Ability to constantly use hands and fingers to manipulate objects or tend to student needs.
4. Ability to constantly lift and move up to 35 pounds doing a one person lift.
5. Ability to frequently lift and move up to 70 pounds with a two person lift or aid of provided equipment.
6. Ability to frequently move over 70 pounds with a mechanical lift.
7. Ability to communicate to students using verbal and/or non-verbal communications.
8. Ability to identify student care needs through auditory and/or visual clues.

Materials and/or Equipment Used: Computer, Assistive Technology (PECS, Proloquo, SmartBoards), Adaptive Equipment (stander, gait trainers, hoyer lift)

This job description is intended to describe the general nature and level of work required by the person hired for this position. It is not intended to serve as an exhaustive list of all the responsibilities, duties, and skills. As the nature of business demands change, so too may the responsibilities, duties, and skills of this position.

Brown County Children with Disabilities Education Board

Organization Description: The Brown County Children with Disabilities Education Board (BCCDEB) provides funding for and supports Syble Hopp School and seven public school districts within Brown County. Educational programming is provided to meet the needs of children with intellectual disabilities and/or autism between the ages of three to a student's twenty-first birthday.

Position Title: Principal of Children with Intellectual Disabilities and Autism (Syble Hopp School)

Position Purpose: To provide strong leadership and support to the staff and students of Syble Hopp School as they grow and reach their potential to be active members of our community.

Qualifications Required: Wisconsin DPI License – Principal (51)
Wisconsin DPI Director of Special Education and Pupil Services License (80)

Qualifications Desired: Experience teaching students that have Intellectual Disabilities and/or Autism
Trained in Non-Violent Intervention
CPR/AED/First Aid Certification

Reports to: Administrator of Brown County Children with Disabilities Education Board

Supervises: Special education teachers, speech and language, occupational and physical therapists and instructional aides.

Terms of Employment: Exempt Employee

Essential Functions:

This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

1. To incorporate the philosophy and support instructional practices of the 5 component based Essential Elements Curriculum (Functional Academics, Vocational Training, Independent Living, Community Living, Recreation and Leisure Activities).
2. To have a complete understanding of and an ability to implement best practices of working with children who have Intellectual Disabilities and Autism. Best practices include but are not limited to substantial knowledge of the child with ID and Autism, using positive effective redirecting activities making responsible decisions, demonstrating flexibility, etc.
3. Plan, organize and direct implementation of all school activities.
4. Work with other members of the leadership team on matters and issues of more than individual school import, such as curriculum, special education services, transportation, school lunch program, janitorial services, and the like.
5. Schedule the school day and classes within established guidelines to best meet students' instructional needs.
6. Communicate and promote expectations for high-level performance to staff and students. Recognize excellence and achievement.
7. Conduct weekly staff meetings for the proper functioning of the school, and to communicate relevant information.
8. Collaborate with the building maintenance staff to plan and supervise fire drills and emergency preparedness programs and the school's Crisis Team in accordance with legal requirements and established school and county procedures.
9. Interview, select, and orient new staff to the school. Provide for their school assignment and adjust assignments based on the staff member's strengths and competencies, as well as, based on the students' needs.
10. Provide for the supervision and evaluation of staff based on the supervision cycle as determined by the leadership team.
11. Provide input to the administrator on staffing needs.
12. Attend IEPs when appropriate.
13. Collaborate with Director of Special Education on referrals for children presently in county district programs requesting Syble Hopp placement.
14. Prior to placement, obtain copy of "Parent Consent for Placement" from District of Residence for all children being placed at Syble Hopp.
15. Collaborate with district directors and parents on tours of SHS program.

16. In coordination with the appropriate members of the leadership team, supervise the instructional, related services and curricular activities to enhance the individual and specialized education for all students.
17. Lead in the development, determination of appropriateness, and monitoring of the instructional programs at Syble Hopp School.
18. Work with the Director of Special Education to monitor and manage the process which ensures instructional activities and classroom practices are related to IEP outcomes and use findings to take corrective actions.
19. Identify, analyze, and apply research findings to promote school improvement.
20. Maintain a high level of knowledge regarding developing special education issues, changes in the laws and case law, and educational methods of education students with disabilities, for the purpose of managing an excellent special education program/school.
21. Demonstrate knowledge and understanding of research-based instructional strategies for students with autism and intellectual disabilities for improving adaptive behaviors.
22. Provide for staff development and training opportunities
23. Confer with staff regarding their professional growth. Work with them to develop and accomplish improvement/development goals.
24. Provide continued Staff Development to Syble Hopp staff on positive interventions to enhance prosocial behavior (NCVI, Zones of Regulation, PBIS) etc...
25. Work cooperatively with staff to achieve goals. Visit classrooms regularly to interact with staff and students. Review teacher lesson plans.
26. Work with staff, students, and families to develop a student behavior management system that results in positive student behavior and enhances the school climate. (FBAs, BIPs and behavioral records).
27. Review and provide feedback on student behavior reports and keep data on the reports filed.
28. Review and approve staff leave forms (personal days, conference, etc.) for Sybel Hopp staff.
29. Provide bookkeeper with budget breakdown for staff in-service and professional development needs
30. Approve and designate purchase requisitions from appropriate donation fund.
31. Communicate with district special education directors on students transitioning to Syble Hopp.
32. Serve on various committees in the Community (Aspiro, NWTC Early Childhood), etc...
33. Attend all Brown County CDEB School Board Meetings.
34. Attend District meetings as requested.
35. Generate classroom lists with input from teaching staff
36. Collaborate with Director of Special Education on SL and OT/PT class lists, schedules and assignments.
37. Collaborate with school secretary on the spelling of names of graduates and send list of graduates to Pupil Services Directors by December 10th of each year.
38. Collaborate with Director of Special Education on Camp SOAR paperwork and summer resources.
39. Organize practicum placements for college students and volunteers.
40. Responsible for all other duties as directed by the Administrator.

Work Environment:

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

1. Must participate in and implement all required safety trainings regarding student and employee safety (i.e. medication administration, ALICE, etc.)
2. May be exposed to environmental hazards (e.g. waste anesthetics, cleaning compounds, facility chemicals), physical hazards (e.g. student kicking, biting, scratching) and blood borne pathogens.
3. Exposure to indoor and outdoor climate and weather conditions.

4. Will be expected to monitor and teach students in recreational activities including, but not limited to: the therapy pool, sensory courtyard, outdoor playground and camp experiences.
5. The noise level in the work environment can vary but is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

1. Ability to constantly use bilateral upper extremities, above/below waist and above/below shoulder height.
2. Ability to constantly walk or stand.
3. Ability to constantly use hands and fingers to manipulate objects or tend to student needs.
4. Ability to constantly lift and move up to 35 pounds doing a one person lift.
5. Ability to frequently lift and move up to 70 pounds with a two person lift or aid of provided equipment.
6. Ability to frequently move over 70 pounds with a mechanical lift.
7. Ability to communicate to students using verbal and/or non-verbal communications.
8. Ability to identify student care needs through auditory and/or visual clues.

Materials and/or Equipment Used: Computer, Assistive Technology, Adaptive Equipment, Copy Machine

This job description is intended to describe the general nature and level of work required by the person hired for this position. It is not intended to serve as an exhaustive list of all the responsibilities, duties, and skills. As the nature of business demands change, so too may the responsibilities, duties, and skills of this position.

Brown County Children with Disabilities Education Board

Organization Description: The Brown County Children with Disabilities Education Board (BCCDEB) provides funding for and supports Syble Hopp School and seven public school districts within Brown County. Educational programming is provided to meet the needs of children with intellectual disabilities and/or autism between the ages of three to a student's twenty-first year.

Position Title: School Nurse

Position Purpose: The job of School Nurse was established for the purpose/s of assessing the health needs of students; developing emergency care plans and individual health plans, incorporating input from parent and/or physician; complying with the laws relating to student health, including parental and guardian consent; providing appropriate care for ill, medically fragile and/or injured students; providing health information and serving as a resource to parents, teachers, staff, and administrators; and identifying health problems for referral for proper treatment.

Qualifications Required: State law requires a nurse to be a registered nurse licensed under Wis. Stat. Ch. 441 through the Wisconsin Department of Safety and Professional Services and to complete a course in public health nursing in order to practice school nursing in Wisconsin

Qualifications Desired: Trained in Non-Violent Crisis Intervention
CPR/AED/First Aid Certified
Experience working with children with Autism
Experience working with Assistive Technology

Reports to: Brown County Children with Disabilities Board Administrator or Administrative Designee

Supervises: Clinical Students from University Settings

Terms of Employment: Exempt Employee; 190 Day Contract

Essential Functions:

This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

1. Administers first aid to staff / students, medication and specialized medical treatments for the purpose of providing appropriate care for ill, medically fragile and/or injured children in accordance with State laws and District policies.
2. Administers mandated screenings (e.g. vision, dental, hearing, etc.) for the purpose of referring medical conditions and/or providing appropriate care for ill, medically fragile and/or injured children.
3. Assesses situations involving students' safety, abuse (physical, sexual, drug, etc.) and other health related issues for the purpose of identifying problems, referring for proper treatment and complying with legal requirements.
4. Collaborates with agencies and other school safety team members to conduct site assessments (e.g. health issues, student health records, emergency preparedness, building/grounds environments, building facilities, etc.) for the purpose of identifying issues and/or providing recommendations for improving safety and accessibility.
5. Collaborates with parents, students, teachers, staff, health care providers, and/or public agencies for the purpose of promoting and/or securing student health services, providing information and complying with legal requirements.
6. Conducts age appropriate programs and/or activities in conjunction with classroom curriculum for the purpose of supporting established lesson plans.
7. Counsels students and families on health conditions and lifestyle issues (e.g. mental health, pregnancy, sexually transmitted disease, substance abuse, etc.) for the purpose of facilitating a healthier student population.

8. Develops individual student health care and emergency care plans for students with special care needs for the purpose of providing direction to site personnel and/or implementing directions provided by parents and/or physicians.
9. Implements health care plans for students with health problems for the purpose of meeting the needs of students with chronic health problems and/or accommodation requirements.
10. Maintains contact with parents/guardians for the purpose of advising them of changes in student health and/or recommending further medical and/or emotional intervention.
11. Maintains student's confidential files and records (e.g. health care plans, agency referrals, accident reports, immunization records, etc.) for the purpose of providing information required by legal requirements and professional standards.
12. Monitors students referred for illness and/or injury for the purpose of attending to their immediate health care concerns and initiating follow-up care.
13. Orders supplies and materials as needed for the purpose of ensuring the efficient and effective functioning of the work unit.
14. Participates in a variety of meetings, workshops and seminars, Individual Educational Plan meetings, and interdisciplinary teams for the purpose of gathering, conveying and/or sharing information on student health needs, service delivery, and educational programs, and/or improving skills and knowledge.
15. Provides care to students with chronic illnesses and extremely high-risk students (e.g. allergies, asthma, diabetes, seizures, medically fragile, etc.) for the purpose of assisting the child in achieving the highest possible functional level.
16. Provides training on a variety of health related subjects (e.g. CPR, disaster preparedness, child abuse, health education, medication management, policies and procedures, substance abuse, growth and development, food allergies, OSHA, hygiene, etc.) for the purpose of promoting a healthy lifestyle and/or acting as a resource to students, teachers, and other school personnel.
17. Refers students requiring additional medical attention for the purpose of providing required follow-up treatment and services.
18. Reports health and safety issues to assigned administrator and appropriate agencies (e.g. fights, suspected child or substance abuse, contagious diseases, etc.) for the purpose of maintaining students' personal safety, a positive learning environment and complying with regulatory requirements and established guidelines.
19. Researches a variety of topics relating to health and medical care (e.g. wellness, nutrition, treatment protocols, childhood diseases, etc.) for the purpose of providing information to staff, students, parents, and the public.
20. Responds to emergency medical situations (e.g. severe falls, seizures, prescription reactions, bleeding, etc.) for the purpose of ensuring appropriate immediate medical attention and related follow-up action.
21. Assist in obtaining and maintaining immunization records and other appropriate medical documents for students.
22. Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Knowledge, Skills and Abilities:

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; administering first aid; handling hazardous materials/waste; operating equipment used in clinical setting; operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percent, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: health standards and hazards; safety practices and procedures; stages of child development; pediatric and family nursing practices; community health concepts; and pertinent policies, codes, regulations and/or laws.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with

others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; dealing with distraught, angry or hostile individuals; maintaining confidentiality; working as part of a team; and working with detailed information/data.

Work Environment

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. May be exposed to environmental hazards (e.g. waste anesthetics, cleaning compounds, facility chemicals), physical hazards (e.g. student kicking, biting, scratching) and blood borne pathogen exposure.
2. Exposure to indoor and outdoor climate and weather conditions.
3. The noise level in the work environment may vary but is usually moderate.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Ability to constantly use bilateral upper extremities, above/below waist and above/below shoulder height.
2. Ability to constantly walk or stand.
3. Ability to constantly use hands and fingers to manipulate objects or tend to student needs.
4. Ability to constantly lift and move up to 35 pounds doing a one person lift.
5. Ability to frequently lift and move up to 70 pounds with a two person lift or aid of provided equipment.
6. Ability to frequently move over 70 pounds with a mechanical lift.
7. Ability to communicate to students using verbal and/or non-verbal communications.
8. Ability to identify student care needs through auditory and/or visual clues.

This job description is intended to describe the general nature and level of work required by the person hired for this position. It is not intended to serve as an exhaustive list of all the responsibilities, duties, and skills. As the nature of business demands change, so too may the responsibilities, duties, and skills of this position.

Brown County Children with Disabilities Education Board

Organization Description: The Brown County Children with Disabilities Education Board (BCCDEB) provides funding for and supports Syble Hopp School and seven public school districts within Brown County. Educational programming is provided to meet the needs of children with intellectual disabilities and/or autism between the ages of three to a student's twenty-first birthday.

Position Title: Instructional Assistant – Secondary

Position Purpose: To provide support and assistance to classroom teachers to achieve instructional objectives; assisting students with cognitive or other developmental disabilities to achieve established goals and with personal care and mobility.

Qualifications Required: DPI Special Education Aide License

Qualifications Desired: Experience with Non-Violent Crisis Intervention Training
CPR/AED/First Aide Certification

Reports to: Assigned Classroom Teacher

Supervises: N/A

Terms of Employment: Non-Exempt Employee

Essential Functions:

This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

1. To incorporate the philosophy and support instructional practices of the 5 component based Essential Elements Curriculum (Functional Academics, Vocational Training, Independent Living, Community Living, Recreation and Leisure Activities).
2. To have a complete understanding of and an ability to implement best practices of working with children who have Intellectual Disabilities and Autism. Best practices include but are not limited to substantial knowledge of the child with ID and Autism, using positive effective redirecting activities making responsible decisions, demonstrating flexibility, etc.
3. Participating in and supporting students on Community Based Instruction experiences
4. Assist classroom teacher in performing specific duties as assigned or undertaking specialized tasks to achieve and enhance instructional and behavioral objectives.
5. Work with individuals, small groups or large groups as assigned by the teacher.
6. Assist with behavior modification as assigned by the teacher.
7. Lift, move and operate adaptive equipment.
8. Assist students with personal care tasks, including but not limited to, feeding, clothing, hygiene, diapering, toileting and wash up routines.
9. Escort students as assigned by teacher or administrator.
10. Assist students with mobility needs such as lifting and positioning students, lifting in and out of wheelchairs, loading and unloading the bus, transporting students in and around the school and on Community Based Instruction trips.
11. Monitor students during assigned periods within a variety of school environments for the purpose of providing a safe and positive learning environment.
12. Provide programmed practice activities and repetitions as developed by the teacher, therapist or pathologist.
13. Report student concerns directly and expeditiously to teacher and assist with student resolution.
14. Assist with breakfast, lunch, snack, including clean-up.
15. Maintain various records and files.
16. Uses effective and positive behavioral management skills which includes the safety of all children, development and enforcement of class and school rules and assurance of fair treatment for all children.

17. Responds in a timely manner to medical, illness and emergencies of children assigned and assists others with medical and other emergencies.
18. Uses the approach of positive redirection in all dealings with children.
19. To be a good citizen by working well with, utilizing best practices and conducting oneself in a positive and professional manner.
20. To work cooperatively in maintaining a clean and healthy school, playground, sensory area and classroom environment.
21. Implements mandated reporter requirements for incidents of abuse or neglect.
22. Perform related work as required.

Work Environment:

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

1. Must participate in and implement all required safety trainings regarding student illness, medical conditions and medication administration.
2. May be exposed to environmental hazards (e.g. waste anesthetics, cleaning compounds, facility chemicals), physical hazards (e.g. student kicking, biting, scratching) and blood borne pathogens.
3. Exposure to indoor and outdoor climate and weather conditions.
4. Will be expected to monitor and teach students in recreational activities including, but not limited to: the therapy pool, sensory courtyard, outdoor playground and camp experiences.
5. The noise level in the work environment can vary, but is usually moderate.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

1. Ability to constantly use bilateral upper extremities, above/below waist and above/below shoulder height.
2. Ability to constantly walk or stand.
3. Ability to constantly use hands and fingers to manipulate objects or tend to student needs.
4. Ability to constantly lift and move up to 35 pounds doing a one person lift.
5. Ability to frequently lift and move up to 70 pounds with a two person lift or aid of provided equipment.
6. Ability to frequently move over 70 pounds with a mechanical lift.
7. Ability to communicate to students using verbal and/or non-verbal communications.
8. Ability to identify student care needs through auditory and/or visual clues.

Materials and/or Equipment Used: Computer, Assistive Technology, Copy Machine Adaptive Equipment (stander, gait trainers, etc.)

This job description is intended to describe the general nature and level of work required by the person hired for this position. It is not intended to serve as an exhaustive list of all the responsibilities, duties, and skills. As the nature of business demands change, so too may the responsibilities, duties, and skills of this position.

**Brown County Children with Disabilities Education Board
Job Description**

Position Title: Secondary Teacher of Intellectual Disabilities and/or Autism

Position Purpose: This position is responsible for providing diagnostic, consultative, prescriptive and instructional services to children with special education needs. This will be done through a dynamic, relevant and personalized education for each of our students with an intellectual and/or other developmental disability so that each student is able to reach their fullest potential and become self-confident individuals who have grown and developed into productive members of the community.

Qualifications Required: Bachelor's Degree from an Accredited University
WI Professional Educator License 1810, Intellectual Disabilities
WI Professional Education License must cover ages 10-21

Qualifications

Desired: Trained in Non-Violent Crisis Intervention
Experience teaching or working with children with Autism
Experience teaching or working with Assistive Technology and Adaptive Equipment

Reports to: Brown County Children with Disabilities Board Administrator or Administrative Designee

Supervises: Instructional Aides Assigned to Classroom or Individual Students

Terms of Employment: Exempt Employee, 190 Day Contract

Essential Functions:

This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

1. To incorporate the philosophy and instructional practices of the 5 component based Essential Elements Curriculum (Functional Academics, Vocational Training, Independent Living, Community Living, Recreation and Leisure Activities).
2. To have a complete understanding of and an ability to implement best practices of working with children who have intellectual disabilities and autism. Best practices include but are not limited to substantial knowledge of the child with ID and/or Autism, using positive effective redirecting activities making responsible decisions, demonstrating flexibility, etc.
3. To plan, implement, evaluate and continuously improve Community Based Instruction (CBI) activities that allow students to generalize skills learned in class in the community.
4. Act as case manager, consult with parents and therapists, develop an IEP (which may include transition components such as the PTP), meet with student's parent/guardians annually to review the IEP and continually review the student's IEP and update the plan as objectives and goals are achieved.
5. To plan, implement, evaluate and continuously improve vocational job skills and training to include but not limited to: on site training, volunteer sites, and community job sites.
6. Provide instructional services necessary to achieve the goals and objectives listed in a student's IEP by developing and implementing personalized and relevant lesson plans.
7. To correctly complete all IEP related paperwork on a timely basis.
8. To work collaboratively with the assigned instructional aides, therapists and other specialists.
9. To assume academic and social responsibilities in the classroom and community.
10. In collaboration with the school nurse, ensure the implementation of the child's health plan.
11. To respond in an appropriate and timely manner to medical and other emergencies of both children assigned as well as children assigned to other staff.
12. To communicate effectively and positively with students, parents, staff, administration and community members/agencies.

13. To use effective and positive behavior management/redirection skills that address the safety of all children, the development and enforcement of class and school rules and the assurance of fair treatment for all children.
14. Assist students with mobility needs such as lifting and positioning students, lifting in and out of wheelchairs, loading and unloading the bus, transporting students in and around the school and on Community Based Instruction trips.
15. Assist students with personal care tasks, including but not limited to, feeding, clothing, hygiene, diapering, toileting and wash up routines
16. Implements mandated reporter requirements for incidents of abuse or neglect.
17. Understanding the individual needs of students and families, including socio-economic backgrounds, racial and cultural diversity, and cultural norms.
18. Teaching instruction through high quality interactions.
19. Maintain an organized and functional classroom, including materials, curriculum and technology.
20. Knowledge and awareness of sensory integration and strategies.
21. All other duties as assigned and performance of related work as required.

Knowledge, Skills and Abilities

1. Knowledge of required Individual Education Plan procedures
2. Knowledge of relevant and up to date behavior/social management techniques
3. Knowledge of current required and/or relevant educational assessments
4. Ability to consult with staff, parents, administration and community agencies
5. Ability to provide leadership and work collaboratively with others
6. Ability to maintain positive working relationships with other district and county staff
7. Ability to designate responsibilities to other classroom staff (i.e. instructional aides)
8. Ability to administer student medication and basic emergency services

Work Environment:

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job

1. Must participate in and implement all required trainings regarding student and employee safety (i.e. ALICE, medication administration, etc.).
2. May be exposed to environmental hazards (e.g. waste anesthetics, cleaning compounds, facility chemicals), physical hazards (e.g. student kicking, biting, scratching) and blood borne pathogen exposure.
3. Exposure to indoor and outdoor climate and weather conditions.
4. Will be expected to monitor and teach students in recreational activities including, but not limited to: the therapy pool, sensory courtyard, outdoor playground and camp experiences.
5. The noise level in the work environment can vary, but is usually moderate.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

1. Ability to constantly use bilateral upper extremities, above/below waist and above/below shoulder height.
2. Ability to constantly walk or stand.
3. Ability to constantly use hands and fingers to manipulate objects or tend to student needs.
4. Ability to constantly lift and move up to 35 pounds doing a one person lift.
5. Ability to frequently lift and move up to 70 pounds with a two person lift or aid of provided equipment.
6. Ability to frequently move over 70 pounds with a mechanical lift.
7. Ability to communicate to students using verbal and/or non-verbal communications.
8. Ability to identify student care needs through auditory and/or visual clues.

Materials and Equipment Used - Computers, assistive technology, copy machine, online Individualized Education Plan Software, Student Management Software, Adaptive Equipment (stander, gait trainers, etc.)

Brown County Children with Disabilities Education Board

Organization Description: The Brown County Children with Disabilities Education Board (BCCDEB) provides funding for and supports Syble Hopp School and seven public school districts within Brown County. Educational programming is provided to meet the needs of children with intellectual disabilities and/or autism between the ages of three to a student's twenty-first year.

Position Title: Secretary

Position Purpose: Performs secretarial, basic bookkeeping and clerical services to the Administrator, Assistant Administrator, Program Support Teacher, teaching staff and specialties. Assists the office support team with administrative duties on a daily basis.

Qualifications Required: DPI Special Education Aide License
Three years of experience in secretarial position

Qualifications Desired: CPR/AED/First Aid Certified

Reports to: Administrator

Supervises: N/A

Terms of Employment: Non-Exempt Employee

Essential Functions:

This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

1. Screen phone calls and transfer calls or take accurate messages for staff.
2. Greet and direct visitors after they have signed into the office.
3. Fulfill staff requests that pertain to the office, including the tickler file.
4. Handle mail going to the post office.
5. Distribute and/or post inter office mail to staff in workroom.
6. Coordinate and attend to all fund-raisers
7. Coordinate and attend to any school function; such as memory books, Arbor Day trees, spaghetti dinner, BBQ, Camp SOAR, pool tiles, etc.
8. Assist Parent Organization with events and fundraisers.
9. Assist Administrator and Principal with substitute calling system to ensure vacant positions are filled with necessary substitutes.
10. Count money from fund-raisers and any other school function, prepare deposit slips.
11. Record lunch accounts and process lunch bills for staff and students; complete direct certification and income determination for free and reduced lunches.
12. Collect data and complete the DPI lunch status report.
13. Assist with student attendance tracking.
14. Prepare, create, edit, illustrate the school newsletter and distribute.
15. Assist staff with DPI licenses renewals.
16. Update student enrollment, demographic, household, and food service data in student information system.
17. Prepare and organize the new school year packet for students.
18. Prepare thank you letters for donations and track donations for board approval.
19. Update school website and County school page.
20. Coordinate CPR/AED/First Aid training.
21. Maintain school electronic announcement board.
22. Update Lions Camp forms for students, staff and volunteers. Assist Nurse in preparing medication for students attending camp and assist with nursing activities at camp.

23. Circulate inventory sheets to staff to update and record all new inventory.
24. Prepare/update substitute folder for each instructional aide.
25. Other duties as assigned.

Knowledge, Skills, and Abilities

1. Knowledge of school secretarial duties
2. Knowledge of the school system
3. Knowledge of student information system
4. Knowledge of the DPI reporting system
5. Knowledge of the tickler file system
6. Ability to be organized
7. Ability to handle multiply duties at once
8. Ability to handle numerous phone calls at once
9. Ability to accurately prepare bank deposits
10. Ability to edit and create business office suite software, such as Word, Excel, and Publisher
11. Ability to type accurately and neatly
12. Ability to keep confidential information
13. Ability to work independently
14. Ability to do accurate bookkeeping

Work Environment

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

1. Must participate in and implement all required trainings regarding student and employee safety and emergencies (i.e. ALICE, medication administration, etc.).
2. May be exposed to environmental hazards (e.g. waste anesthetics, cleaning compounds, facility chemicals), physical hazards (e.g. student kicking, biting, scratching) and blood borne pathogens.
3. Exposure to indoor and outdoor climate and weather conditions.
4. Supervision of students using a therapy pool, sensory courtyard and day and/or overnight camp experiences is required.
5. The noise level in the work environment may vary but is usually moderate.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

1. Ability to constantly use bilateral upper extremities, above/below waist and above/below shoulder height.
2. Ability to constantly walk or stand.
3. Ability to constantly use hands and fingers to manipulate objects or tend to student needs.
4. Ability to lift and move up to 35 pounds doing a one person lift.
5. Ability to lift and move up to 70 pounds with a two person lift or aid of provided equipment.
6. Ability to move over 70 pounds with a mechanical lift.
7. Ability to communicate to students using verbal and/or non-verbal communications.
8. Ability to identify student care needs through auditory and/or visual clues.

Materials and/or Equipment Used: Computer, Assistive Technology, Copy Machine, Adaptive Equipment (stander, gait trainers, etc.)

This job description is intended to describe the general nature and level of work required by the person hired for this position. It is not intended to serve as an exhaustive list of all the responsibilities, duties, and skills. As the nature of business demands change, so too may the responsibilities, duties, and skills of this position.

Brown County Children with Disabilities Education Board

Organization Description: The Brown County Children with Disabilities Education Board (BCCDEB) provides funding for and supports Syble Hopp School and seven public school districts within Brown County. Educational programming is provided to meet the needs of children with intellectual disabilities and/or autism between the ages of three to a student's twenty-first year.

Position Title: Social Worker (Educational Setting)

Position Purpose: School Social Workers are trained mental health professionals with a degree in social work who provide services related to a person's social, emotional and life adjustment to school and/or society. School Social Workers are the link between the home, school and community in providing direct as well as indirect services to students, families and school personnel to promote and support students' academic and social success. This will be done through providing dynamic, relevant and personalized services for each of our students with an intellectual and/or other developmental disability so that each student is able to reach their fullest potential and become self-confident individuals who have grown and developed into productive members of the community.

Qualifications Required: Master's Degree in Social Work from an accredited University
LCSW License

Qualifications Desired: Trained in Non-Violent Crisis Intervention
CPR/AED/First Aid Certification
Experience working with children with Autism
Experience working with Assistive Technology
Experience in a School Setting

Reports to: Brown County Children with Disabilities Board Administrator or Administrative Designee

Supervises: N/A

Terms of Employment: Exempt Employee

Essential Functions:

This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

1. To incorporate the philosophy and practices of the 5 component based Essential Elements Curriculum (Functional Academics, Vocational Training, Independent Living, Community Living, Recreation and Leisure Activities).
2. To have a complete understanding of and an ability to implement best practices of working with children who have Intellectual Disabilities (ID) and Autism. Best practices include but are not limited to substantial knowledge of the child with ID and autism, using positive effective redirecting activities making responsible decisions, demonstrating flexibility, etc.
3. Participating in special education assessment meetings as well as Individual Educational Planning meetings.
4. Working with those problems in a child's living situation that affect the child's adjustment in school. (home, school, and community)
5. Preparing a social or developmental history on a child with a disability. Counseling (group, individual and/or family)
6. Mobilizing family, school, and community resources to enable the child to learn as effectively as possible in his or her educational program
7. Assisting in developing positive behavioral intervention strategies.
8. Providing crisis intervention.
9. Developing intervention strategies to increase academic success.
10. Assisting with conflict resolution and anger management.
11. Helping the child develop appropriate social interaction skills.

12. Assisting the child in understanding and accepting self and others.
13. Interviewing the family to assess problems affecting the child's educational adjustment.
14. Working with parents to facilitate their support in their children's school adjustment.
15. Alleviating family stress to enable the child to function more effectively in school & community.
16. Assisting parents to access programs available to students with special needs.
17. Assisting parents in accessing and utilizing school and community resources
18. Providing staff with essential information to better understand factors (cultural, societal, economic, familial, health, etc.) affecting a student's performance and behavior. Assessing students with mental health concerns.
19. Developing staff in-service training programs.
20. Assisting teachers with behavior management.
21. Providing direct support to staff.
22. Obtaining and coordinating community resources to meet students' needs.
23. Helping school districts receive adequate support from social and mental health agencies.
24. Advocating for new and improved community/school service to meet the needs of students and families.
25. Helping the system respond effectively to each child's needs.
26. Assist in developing and implementing educational programs for children for exceptional children
27. Identifying and reporting child abuse and neglect.
28. Providing consultation regarding school law and school policy including IDEA.
29. Providing case management for students and families requiring multiple resources.
30. To communicate effectively and positively with students, parents, staff, administration and community members/agencies.
31. To use effective and positive behavior management skills that address the safety of all children, the development and enforcement of class and school rules, and the assurance of fair treatment for all children.
32. Implements mandated reporter requirements for incidents of abuse or neglect.
33. All other duties as assigned and performance of related work as required.

Knowledge, Skills and Abilities

1. Previous experience working in a school setting
2. Excellent interpersonal communication skills
3. Compassionate and approachable personality
4. Strong sense of discretion and professionalism

Work Environment

1. Must participate in and implement all required trainings regarding student and employee safety (i.e. ALICE, medication administration, etc.)
2. May be exposed to environmental hazards (e.g. waste anesthetics, cleaning compounds, facility chemicals), physical hazards (e.g. student kicking, biting, scratching) and blood borne pathogen exposure.
3. Exposure to indoor and outdoor climate and weather conditions.
4. The noise level in the work environment may vary but is usually moderate.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

1. Ability to constantly use bilateral upper extremities, above/below waist and above/below shoulder height.
2. Ability to constantly walk or stand.
3. Ability to constantly use hands and fingers to manipulate objects or tend to student needs.
4. Ability to constantly lift and move up to 35 pounds doing a one person lift.
5. Ability to frequently lift and move up to 70 pounds with a two person lift or aid of provided equipment.
6. Ability to frequently move over 70 pounds with a mechanical lift.
7. Ability to communicate to students using verbal and/or non-verbal communications.
8. Ability to identify student care needs through auditory and/or visual clues.

Materials and/or Equipment Used: Computer, Copy Machine

**Brown County Children with Disabilities Education Board
Job Description**

Organization Description: The Brown County Children with Disabilities Education Board (BCCDEB) provides funding for and supports Syble Hopp School and seven public school districts within Brown County. Educational programming is provided to meet the needs of children with intellectual disabilities and/or autism between the ages of three to a student's twenty-first year.

Position Description: Special Ed Dept. Program Aide

Qualifications Required: WI Dept. of Public Instruction Special Education Program Aide

Qualifications Desired: Experience with data bases and logistics
Experience in an educational setting

Reports to: Brown County Children with Disabilities Board Administrator or Administrative Designee

Supervises: N/A

Major Responsibilities Regarding Transportation

Responsible for all aspects of transportation of students in BCCDEB, including daily transportation to and from school and Community Based Instruction trips, Special Olympics, camp and all other activities. Work as a team member to meet the students special transportation needs working with classroom teachers and drivers to implement positive behavior management techniques and ensure that all bus safety rules are followed. Responsible for developing monthly calendar and disseminating information to staff and transporters.

1. To coordinate all aspects of transportation including keeping the school activity calendar, yearly and monthly.
2. Generate the yearly list for bus company as to which students will need to be transported and what special equipment they might need (i.e. wheelchair, car seats safety vests).
3. Responsible to approve pick up and drop off times.
4. Plan seating charts for each bus.
5. Notify staff which bus students in their class will ride.
6. Coordinate one-on-one help for students who need additional assistance.
7. Coordinate services with other transportation services (i.e., school districts, Medi-Vans)
8. Disseminating all schedules to staff/transporters.
9. Supervise, assign, hire and coordinate all bus aides.
10. Responsible for transportation for summer SOAR program.
11. Keep an updated log of all staff licenses/car checks/health information.
12. Send the bus company a weekly schedule updating new students/weekly workers
13. Establish a yearly early dismissal plan
14. Coordinate services between Green Bay Transit office and Syble Hopp School for ID cards, bus pass purchase and para-transit eligibility.

Major Responsibilities Regarding Professional/Student Library

1. Professional/Student Library Responsibilities
 - a. To check daily on returned items, put cards in and return to shelf
 - b. To change book displays according to holidays/activities
 - c. To find books on a subject as requested
 - d. To keep record of new staff training materials
 - e. To prepare new items by generating information for cards and attaching to books
 - f. To add new items to the Library Inventory database

Other Responsibilities:

1. To assist on field trips as assigned by Administrator or Program Support.
2. To answer phone as needed, during secretary lunch

3. To keep a master database (used for transportation lists, tuition lists and Headcount lists, Therapists lists)
4. To compile head count information as needed by Special Education Director
5. To file student records/make copies as requested
6. To copy and distribute IEP's to parents.
7. To assist with MA billing procedures
8. To work with the Special Ed Director to coordinate testing for alternate assessments
9. To do office work for the Special Education Director as needed

Knowledge, Skills and Abilities:

1. Experience and knowledge of students with disabilities ages 3-21
2. Knowledge of Microsoft Word
3. Working knowledge of Excel
4. Working knowledge of special education student system
5. Working knowledge of student informational system
6. Ability to be part of a team.
7. Knowledge of behavior management
8. Ability to maintain confidential records
9. Ability to maintain effective positive working relationship with staff, students, and families

Materials and Equipment: Computer, Phone, Student Information Management System, Special Education Management System

This job description is intended to describe the general nature and level of work required by the person hired for this position. It is not intended to serve as an exhaustive list of all the responsibilities, duties, and skills. As the nature of business demands change, so too may the responsibilities, duties, and skills of this position.

Brown County Children with Disabilities Education Board

Organization Description: The Brown County Children with Disabilities Education Board (BCCDEB) provides funding for and supports Syble Hopp School and seven public school districts within Brown County. Educational programming is provided to meet the needs of children with intellectual disabilities and/or autism between the ages of three to a student's twenty-first birthday.

Position Title: Speech and Language Pathologist (Educational Setting)

Position Purpose: This position is responsible for providing diagnostic, consultative, prescriptive and instructional services to children with special education needs. This will be done through providing dynamic, relevant and personalized services for each of our students with an intellectual and/or other developmental disability so that each student is able to reach their fullest potential and become self-confident individuals who have grown and developed into productive members of the community.

Qualifications Required: Master's Degree in Speech and Language Pathology from an Accredited University
WI DPI License 1820 - Speech and Language Pathology
WI Safety & Professional Services, Speech-Language Pathology Certificate

Reports to: Brown County Children with Disabilities Board Administrator or Administrative Designee

Supervises: N/A

Terms of Employment: Exempt Employee; 190 Day Contract

Essential Functions:

This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

1. To incorporate the philosophy and support instructional practices of the 5 component based Essential Elements Curriculum (Functional Academics, Vocational Training, Independent Living, Community Living, Recreation and Leisure Activities)..
2. To have a complete understanding of and an ability to implement best practices of working with children who have intellectual disabilities and/or Autism and/or physical disabilities. Best practices include but are not limited to substantial knowledge of the child with ID, using positive effective redirecting activities, making responsible decisions, demonstrating flexibility, etc.
3. To plan, implement, evaluate and continuously improve speech and language experiences for students when they generalize skills learned in class to Community Based Instruction (CBI) activities. This includes participating in Community Based Instruction experiences on a regular basis.
4. Demonstrate knowledge of current best practices in the area of Speech-Language Pathology.
5. Providing high quality direct speech-language therapy services to students according to students' IEP plans.
6. Conducting assessments, analyzing results, and writing reports to determine strengths and concerns in areas of articulation, voice, fluency, pragmatics, language, oral motor/feeding/swallowing and augmentative alternative communication skills.
7. Developing treatment plans that are strength-based as well as child and family centered for overall educational improvement.
8. Ensuring evaluations, treatment plans and service delivery are aligned with school, state, and federal guidelines.
9. Assisting and guiding teachers in observing, describing, and referring suspected and identified speech and language delays/disorders.
10. Consulting with teaching teams to develop and implement of curriculum modifications and appropriate classroom strategies such as visual supports, oral motor exercises, language strips, topics of conversation, and data collection assisting with augmentative alternative communication.
11. Ensuring students' skills are generalized across settings by collaborating with teaching teams and related service providers.

12. Completing treatment notes and progress reports in timely manner and according to school policy.
13. Managing a detailed log of service provided and services missed due to student or therapist absences, for administrative and MA Billing purposes.
14. Documenting all aspects of work with students in IEP according to school and state guidelines.
15. Communicating and coordinating with Director of Student Support Services with Administrator to ensure school mission, philosophy, and procedures are embraced.
16. Designing and conducting professional development series starting at staff orientation and ending at the end of the school year as needed.
17. Designing and conducting trainings for parents and families as needed.
18. Maintaining an inventory of materials, assessments, and supplies.
19. Maintaining appropriate, confidential, records and provide timely reports.
20. To work collaboratively with teachers, instructional aides, therapists and administration.
21. To assume academic responsibilities in the classroom and community.
22. To work collaboratively on Individual Education Plans (IEPs), transitions, school wide activities, special events and the everyday planning and implementation of individualized programs.
23. To correctly complete all IEP related paperwork on a timely basis.
24. Attend Staff meetings, IEP meetings for entire caseload, and parent teacher conferences.
25. To respond in an appropriate and timely manner to medical and other emergencies of both children assigned as well as children assigned to other staff.
26. To use the approach of positive redirection when dealing with all children.
27. To communicate effectively and positively with students, parents, staff, administration and community members/agencies.
28. Implement the requirements of being a mandated reporter.
29. To use effective and positive behavior management skills that address the safety of all children, the development and enforcement of class and school rules and the assurance of fair treatment for all children.

Work Environment

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

1. Must participate in and implement all required trainings regarding student and employee safety (i.e. ALICE, medication administration, etc.).
2. May be exposed to environmental hazards (e.g. waste anesthetics, cleaning compounds, facility chemicals), physical hazards (e.g. student kicking, biting, scratching) and blood borne pathogens.
3. Exposure to indoor and outdoor climate and weather conditions.
4. Will experience the supervision of students using a therapy pool, sensory courtyard, outside playground and day/overnight camp experiences.
5. The noise level in the work environment may vary but is usually moderate.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

1. Ability to constantly use bilateral upper extremities, above/below waist and above/below shoulder height.
2. Ability to constantly walk or stand.
3. Ability to constantly use hands and fingers to manipulate objects or tend to student needs.
4. Ability to constantly lift and move up to 35 pounds doing a one person lift.
5. Ability to frequently lift and move up to 70 pounds with a two person lift or aid of provided equipment.
6. Ability to frequently move over 70 pounds with a mechanical lift.
7. Ability to communicate to students using verbal and/or non-verbal communications.
8. Ability to identify student care needs through auditory and/or visual clues.

Materials and/or Equipment Used: Computer, Assistive Technology, Copy Machine

Brown County Children with Disabilities Education Board

Organization Description: The Brown County Children with Disabilities Education Board (BCCDEB) provides funding for and supports Syble Hopp School and seven public school districts within Brown County. Educational programming is provided to meet the needs of children with intellectual disabilities and/or autism between the ages of three to a student's twenty-first year.

Position Title: Vocational Coordinator

Position Purpose: Works with children who have intellectual and other disabilities including challenging behaviors and medical needs to provide community based work experiences. Work as a team member to meet the needs of the IEP, including transition goals, academic support, and behavior interventions. Works in least restrictive environment and maintains and practices the philosophy of community based instruction at job sites by incorporating the philosophy of appropriate education for all children.

Qualifications Required: DPI Special Education Aide License

Qualifications Desired: Trained in Non-Violent Intervention
CPR/AED/First Aid Certified

Reports to: Administrator

Supervises: Vocational Students

Terms of Employment: Non-Exempt Employee

Essential Functions:

This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

1. Assists students in obtaining and retaining community employment experiences providing training and support as needed.
2. Performs wage and hour studies in accordance with the state and federal guidelines for licensing of sub-minimum wage training sites.
3. Develops relationships in the business community for program marketing and job development.
4. Works collaboratively with classroom teachers, parents/guardians, DVR, and Adult service agencies.
5. Coordinates transportation services with Hopp staff, Red Cross Transportation and city bus to work sites.
6. Provide bus training as needed.
7. Coordinate services between Green Bay Transit office and Syble Hopp School for ID cards, bus pass purchase and para-transit eligibility.
8. Keep an updated log of all staff licenses/car checks/health information.
9. All other duties as assigned and performance of related work as required.

Work Environment

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

1. Must participate in and implement all required trainings regarding student and employee safety and emergencies (i.e. ALICE, medication administration, etc.).
2. May be exposed to environmental hazards (e.g. waste anesthetics, cleaning compounds, facility chemicals), physical hazards (e.g. student kicking, biting, scratching) and blood borne pathogens.
3. Exposure to indoor and outdoor climate and weather conditions.
4. Supervision of students using a therapy pool, sensory courtyard and day and/or overnight camp experiences is required.
5. The noise level in the work environment may vary but is usually moderate.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

1. Ability to constantly use bilateral upper extremities, above/below waist and above/below shoulder height.
2. Ability to walk, stand and sit.
3. Ability to use hands and fingers to manipulate objects or tend to student needs.
4. Ability to lift and move up to 35 pounds doing a one person lift.
5. Ability to lift and move up to 70 pounds with a two person lift or aid of provided equipment.
6. Ability to move over 70 pounds with a mechanical lift.
7. Ability to communicate to students using verbal and/or non-verbal communications.
8. Ability to identify student care needs through auditory and/or visual clues.

Materials and/or Equipment Used: Computer, Assistive Technology, Copy Machine, Adaptive Equipment (stander, gait trainers, etc.)

This job description is intended to describe the general nature and level of work required by the person hired for this position. It is not intended to serve as an exhaustive list of all the responsibilities, duties, and skills. As the nature of business demands change, so too may the responsibilities, duties, and skills of this position.

Support Information #15

Memo

To: Brown County Children with Disabilities Education Board

From: Kim Pahlow, Administrator

RE: Request to Hire the Interim Director of Special Education and Pupil Services

Date: March 20, 2018

The purpose of this memo is to recommend the hiring of Sarah Johnson as the Interim Director of Special Education and Pupil Services (12 month position) for the 2018-19 school year.

Sarah is currently a Speech and Language Pathologist at Syble Hopp School and we are looking forward to having her join us in this leadership position.